The MOT Testing Guide

A handbook for Scheme administration

Sixth Edition (revised November 2019)

This document is intended to help new and existing Authorised Examiners, Testers and other interested parties comply with the requirements for authorisation by the Secretary of State to conduct statutory tests on certain motor vehicles. The statutory requirements are contained in the Motor Vehicles (Tests) Regulations 1981 as amended. The Guide does not cover the requirements for annual testing of Heavy Goods Vehicles (HGVs) or Public Service Vehicles (PSVs). Neither does the Guide cover the requirements for Type Approval nor Individual Vehicle Approval of certain vehicles before they are first registered in Great Britain.

This guide is divided into a series of sections covering specific subject areas.

Detailed information on the technical standards and procedures of the statutory test is given in the appropriate MOT Inspection Manual. Additional instruction and information is also issued to Vehicle Testing Stations about testing and procedures, in the form of Special Notices (SNs). DVSA reserves the right to modify the content of this Guide to reflect changes in the law or in light of experience.

Availability and Maintenance of the Guide

The definitive document is now held electronically and can be viewed on line at www.gov.uk/topic/mot/manuals. The electronic documents will be periodically updated; and changes will be advised by Special Notice.

Additional information on DVSA and the MOT Service is also available on at www.gov.uk/topic/mot.

Other DVSA Documentation

This guide should be used in conjunction with;

- the relevant MOT Inspection Manuals which are a detailed guide to the inspection for statutory MOT testing;
- Special Notices (SNs), these are issued periodically by DVSA to inform those involved with MOT testing about changes and to highlight areas of concern;
- and other documentation issued by DVSA
Contents

Abbreviations and Definitions

Section A Introduction
Section B Authorised Examiners
Section C Designated Councils, Taxis & Private Hire Vehicles
Section D Requirements for Authorisation
Section E Testers
Section F The Driver and Vehicle Standards Agency
Section G Vehicle Presenters
Section H Documentation
Section I Discipline
Section J Vehicle Prohibitions
Section K Police Vehicle Defect Rectification Scheme
Section L Fees
Section M System Rules and User Roles
Section N MOT Testing Service Contingency Procedures
Appendix 1 MOT Managers Training
Appendix 2 Facilities and Security
Appendix 3 Grounds for Refusal to Carry Out a Test
Appendix 4 Liability for Loss or Damage
Appendix 5 Tester Qualifications
Appendix 6 Tester Training & Demonstration Tests
Appendix 7 Convictions and Repute
Appendix 8 Disciplinary Points
Appendix 8.1 Cessation Without Previous Warning (Single Offence Cessation)
Appendix 8.2 Incorrect Test Standards
Appendix 8.3 Incorrect Test Methods
Appendix 8.4 Incorrect Operation of Testing Scheme
Appendix 8.5 Credits
Appendix 8.6 Normal Sanction Level - Testers
Appendix 8.7 Normal Sanction Level - Authorised Examiner
Appendix 8.8 Informal Hearings
Appendix 8.9 Major and Minor Demonstration Test Errors
Appendix 9 Contact Points
Appendix 10 Change table

Issue Date November 2019
The term used when a test cannot be completed because it unsafe to continue or because it becomes apparent during the test that certain items cannot be satisfactorily inspected. An appropriate fee may be charged for the test.

**Abort**

The term used when a test cannot be completed because of a problem with the VTS's/DCs testing equipment or the Tester. No fee may be charged for the test.

**AE**

Authorised Examiner - the organisation that operates and manages one or more VTSs and is responsible for controlling the quality of testing carried out. Except in the case of a ‘sole trader’ the AE is not a person but a legal entity (e.g. a company or partnership).

**AED**

The AE Delegate is a Person appointed by the AE Designated Manager to act on their behalf on a temporary or permanent basis. Note: this does not devolve the ultimate responsibility held by the AE.

**AEDM**

The AE Designated Manager is the person who represents the AE and who has normally attended the MOT Management Course. Typically an AE Principal but in larger organisations may be a senior manager with responsibility for the totality of the entity's MOT testing operations.

**AEP**

AE Principal - Authorised Examiner Principal is a person who is legally responsible for the entity i.e. every partner in a partnership; every director in a company; or the sole trader in person.

**AEC**

The Authorised Examiner Consultant (AEC) is a non-mandatory role. AE’s may assign this role to consultants they use to provide advice on MOT standards and how to run the MOT centre.

**ATL**

Automated Test Lane. These are authorised by DVSA for use in the automated mode and where the tester has the option of not using an assistant if so desired.

**Catch Up**

The process where test data recorded while testing under Contingency Testing is subsequently entered.

**Cessation**

The process by which an authorisation, approval or designation is brought to an end. Cessation is used in place of the previous terms for termination/surrender or withdrawal of an Authorisation/Designation or disqualification of a Tester/Inspector.

**CT**

Contingency Testing, the process by which testing may continue when the computerised system is not available due to a wide scale failure affecting a significant number of VTSs.

**CT20**

An MOT Test Certificate for issue during a period of Contingency Testing.

**CT30**

A notice of refusal of a MOT Test Certificate for issue during a period of Contingency Testing.

**DC**

Designated Council. Local Authorities authorised to carry out MOT
### Abbreviations & Definitions

**Department (the)**  
Department for Transport. The Government Department, which carries out the functions of the Secretary of State and under which DVSA operates.

**DGW**  
Design Gross Weight — i.e. the maximum gross weight at which the vehicle was designed to operate. This is normally found on a plate fixed to the vehicle by the manufacturer or in the case of older or heavier vehicles by a `Ministry Plate". Such plates are not required on all vehicles.

**Duplicate test documents**  
A copy of the set of documents issued at the time of the test for which the duplicate is required. VT20/VT20W, VT30/VT30W

**DVLA**  
Driver and Vehicle Licensing Agency. An agency of the Department for Transport responsible for driver and vehicle licensing.

**DVSA**  
The Driver and Vehicle Standards Agency.

**Group A**  
Collectively describes test classes 1 and 2

**Group B**  
Collectively describes test classes 3, 4, 5 and 7

**Issue of Test Documents**  
Issue - Means when the record is electronically accepted or a CT test document is signed by the Tester.

**MOT Tester Qualification Course**  
Level 2 Award in MOT Testing awarded to an applicant following the successful completion of an MOT course. The award is for testing classes 1 and 2 or classes 4 and 7.  
Previously the Nominated Tester Training course.

**MOT Manager Course**  
Level 3 Award in MOT Test Centre Management awarded following the successful completion of the MOT Managers course. The course is typically for AEs and AEDMs. This course is also available for other staff to develop their knowledge of MOT management.  
An AE must, unless exempted, have one person who has attended this course.  
Previously the MOT Managers course or AE course.

**MOT Manager**  
A person filling a VTS management function – AEDM, AED or SM.

**MOT Service**  
Formally known as the MOT Scheme or MOT Testing Scheme

**MOT Testing Service**  
The computer system and database used to manage MOT test records

**Notify DVSA**  
Inform DVSA office in writing, by letter, email or fax

**Officer of a Company**  
An officer of a company is as defined in Section 744 of the Companies Act 1985, as amended or replaced by later legislation. An officer is a director, manager or secretary. In particular note that a manager has a specific meaning in that Act rather than its more normal meaning. 
Details of all officers are generally required to be notified to the registrar.
Abbreviations & Definitions

OPTL  One Person Test Lane. These are lanes authorised by DVSA to conduct testing where the tester has the option of not using an assistant if so desired.

PRS  Pass **after Rectification** at Station - The process where minor defects may be rectified within one hour after the test, but before recording the results on the MOT Testing Service.

QC  Quality Control

QM  Quality Management. The system or processes used by the AE to manage the quality of testing and operations in their VTSs.

RBT  Roller Brake Tester


SA  Site Administrator is a person who can carry out VTS administrative functions.

Secretary of State  Refers to the Secretary of State for Transport.

SM  Site Manager responsible for the day to day running of one or more VTSs.

Security Card  Is a card issued to an authorised user to access the MOT database via the MOT Testing Service.

SN  Special Notice — an official notice issued from time to time by DVSA to inform AEs, Testers and other system users of changes to the testing scheme. SNs may also be used to highlight areas of concern and to advise of developments to the Service.

Sole Trader  An individual carrying out business on his own behalf rather than on behalf of a partnership, company or other body.

Tester  MOT Tester - a person appointed by an AE to carry out tests, Inspectors appointed by Designated Councils to carry out tests, all of which are approved by DVSA. Also DVSA staff appointed under section 66A of the Road Traffic Act.

Test Slots  A test slot is a chargeable unit that enables the registration of a computerised test.

ULW  Unladen weight — The weight of the vehicle inclusive of the body and all parts which are ordinarily used with the vehicle when working on a road. (Unladen weight does not include the weight of water or fuel used for the propulsion of the vehicle, or of loose tools and loose equipment).

V5C  Vehicle Registration Certificate issued by the Driver and Vehicle Licensing Agency.
# Abbreviations & Definitions

| VT20 | An MOT Test Certificate, which includes separate English and Welsh language versions (VT20W) and which may also incorporate advisory information. |
| VT29 | An MOT Inspection Check List used by a Tester during a test for vehicles other than motor bicycles (see VT29M). |
| VT29M | Motorcycle MOT Inspection Check List used by a Tester during a motor bicycle test. |
| VT30 | A notice of refusal of a MOT Test Certificate which includes separate English and Welsh language versions (VT30W) and which may also incorporate advisory information. |
| VT32 | An advisory notice issued to the vehicle presenter advising the outcome of an inspection carried out by a DVSA examiner. Includes the English/Welsh dual language version (VT32W). |
| VIN | Vehicle Identification Number, also includes chassis or frame number. |
| VRM | Vehicle Registration Mark. |
| VTS | Vehicle Testing Station |
| **Working days** | Working days exclude Saturdays, Sundays, Good Friday, Christmas Day or a bank holiday under the Banking and Financial Dealings Act 1971. |
| **Written or in writing** | Wherever the terms ‘written’ or ‘in writing’ are used they should be taken to include correspondence via e-mail or recorded electronically |
Contents

A1 Purpose and Scope of the Test

A2 Test Classes
   2.1 Exemptions
   2.2 Dual Purpose Vehicles
   2.3 Motor Caravans
   2.4 Living Vans
   2.5 Play buses
   2.6 Ambulance
   2.7 Tricycles
   2.8 Quadricycles
   2.9 Moped

A3 Who Carries Out MOT Tests?
A1 Purpose and Scope of the Test

1. The purpose of the MOT test is to ensure that cars, other light vehicles (including some light goods vehicles), private buses and motor bicycles over a prescribed age are checked at least once a year to see that they comply with roadworthiness and environmental standards – and to that end contributes to the government’s road safety strategy.

2. For every test conducted an electronic record is created. This record is checked when a vehicle is taxed. The Police and certain enforcement agencies can also access this information directly from the electronic record and may use it for on-road enforcement that a vehicle has an MOT or as part of other investigations.

3. The electronic test records are made available publically on-line – and this can be used for a variety of road safety related purposes – such as helping motorists to make informed decisions when considering a car purchase, to help look after their vehicle and to ensure they get their vehicle tested on time. Third parties may also access these records and use it for things such as checking validity of vehicle mileages or for part of car insurance considerations. The recorded accuracy of that test result and it being matched to the correct vehicle is therefore important.

4. Paper documentation (such as the receipt style test certificate and the failure document) will be issued on completion of a test, but these should only be considered as a view of the definitive electronic record.

5. The creation of that electronic record relates only to the condition of testable items at the time of the test and should not be regarded as:
   - evidence of their condition at any other time;
   - evidence of the general mechanical condition of the vehicle; or
   - evidence that the vehicle fully complies with all aspects of the law on vehicle construction and use.

6. The test is a visual inspection and does not require the dismantling of parts of the vehicle although doors, boot lids and other means of access will normally need to be opened. In the case of motor bicycles, cover panels may also need to be removed or raised to examine the vehicle structure.
A2 Test Classes

1. The vehicles subject to test under the Regulations are divided into the following classes:

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Age first test required (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Motor bicycles (with or without sidecars) up to 200 cm³.</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>All motor bicycles (including Class 1) (with or without sidecars).</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3 wheeled vehicles not more than 450 kg unladen weight (excluding motor bicycles with side cars). (3 wheeled vehicles more than 450 kg unladen are in class 4.)</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Cars, passenger vehicles, motor caravans, Private Hire Vehicles, Motor Tricycles, Quadricycles and dual purpose vehicles in all cases with up to eight passenger seats.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Goods vehicles not exceeding 3,000 kg Design Gross Weight (DGW).</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Taxis and ambulances in either case with up to eight passenger seats.</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Passenger vehicles, ambulances, motor caravans and dual purpose vehicles in all cases with nine to twelve passenger seats that;</td>
<td>1</td>
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<tr>
<td></td>
<td>• are fitted with no more seat belts than the minimum required because of their construction; or</td>
<td></td>
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<tr>
<td></td>
<td>• are identified as having been fitted with a type approved seat belt installation when built; or</td>
<td></td>
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<tr>
<td></td>
<td>• have been tested as class 4A, 5A or 6A (PSV) with at least the same number of seat belts as are currently fitted.</td>
<td></td>
</tr>
</tbody>
</table>

See Notes 1, 2, 3, 7, 8, 10, 12 and 13

4A The class 4A test is the normal class 4 test with the addition of a check on the installation of certain seat belts.

Passenger vehicles, ambulances, motor caravans and dual purpose vehicles in all cases with nine to twelve passenger seats that:

• are fitted with more seat belts than the minimum required because of their construction and:
• are not identified as having been fitted with a type approved seat belt installation when built; or
• have not been tested as class 4A, 5A or 6A (PSV) with at least the same number of seat belts as are currently fitted.

See Notes 1, 3, and 4
### Introduction

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Age first test required (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Private passenger vehicles, ambulances and motor caravans in all cases with thirteen or more passenger seats (including community and play buses, etc.) that:</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>• are fitted with no more seat belts than the minimum required because of their construction; or</td>
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<tr>
<td></td>
<td>• are identified as having been fitted with a type approved seat belt installation to all seats when built; or</td>
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<tr>
<td></td>
<td>• have been tested as class 5A or class 6A (PSV) with at least the same number of seat belts as are currently fitted.</td>
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<tr>
<td></td>
<td>See Notes 2, 4, 6 and 10</td>
<td></td>
</tr>
<tr>
<td>5A</td>
<td><strong>The class 5A test is the normal class 5 test with the addition of a check on the installation of certain seat belts.</strong></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Passenger vehicles, ambulances and motor caravans all cases with thirteen or more passenger seats (including community buses, etc.) that:</td>
<td></td>
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<tr>
<td></td>
<td>• are fitted with more seat belts than the minimum required because of their construction and:</td>
<td></td>
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<tr>
<td></td>
<td>• are not identified as having been fitted with a type approved seat belt installation when built; or</td>
<td></td>
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<tr>
<td></td>
<td>• have not been tested as class 5A or class 6A (PSV) with at least the same number of seat belts as are currently fitted.</td>
<td></td>
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<tr>
<td></td>
<td>See Notes 2, 4 and 6</td>
<td></td>
</tr>
<tr>
<td>6 and 6A</td>
<td>Public service vehicles (PSVs).</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Goods Vehicles over 3,000 kg up to and including 3,500 kg DGW</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>See Note 7</td>
<td></td>
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<td></td>
<td>See Note 6, 10 and 12</td>
<td></td>
</tr>
<tr>
<td>Note 1:</td>
<td>For the purpose of calculating the seating capacity on a passenger carrying vehicle fitted with bench type seats, allow a length of 400 mm measured horizontally for each seated passenger.</td>
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<tr>
<td>Note 2:</td>
<td>Taxis included in this table are those which are not exempt from MOT testing – see Section C.</td>
<td></td>
</tr>
<tr>
<td>Note 3:</td>
<td>Please refer to the appropriate MOT Inspection Manual to find out the minimum number of seat belts required on a particular age and type of vehicle.</td>
<td></td>
</tr>
<tr>
<td>Note 4:</td>
<td>Class 4A tests may only be carried out at class 5 test stations.</td>
<td></td>
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<tr>
<td>Note 5:</td>
<td>Spark ignition engine vehicles within Class 5 and 7 first used on or after 1 August 1994 can be tested only by VTSs that have fully complied with the requirements set out in the Requirements for Authorisation Pack.</td>
<td></td>
</tr>
<tr>
<td>Note 6:</td>
<td>This Guide does not cover the testing of class 6 and 6a vehicles. These vehicles are tested by DVSA testers and are carried out at DVSA Testing Stations and other designated premises.</td>
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<tr>
<td>Note 7:</td>
<td>If the vehicle is electrically powered, their unladen weight must not include the weight of the batteries.</td>
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<tr>
<td>Note 8:</td>
<td>If there is doubt about the power output or the weight of the vehicle, the presenter must provide documentary evidence.</td>
<td></td>
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<tr>
<td>Note 9:</td>
<td>Some class 5 vehicles can be tested at a class 7 test station providing the test station is approved to test class 5L Private Passenger Vehicles with a design gross weight of no more than 5000 kg. Class 5L does not include any vehicle, which is required to undergo a seatbelt installation check. Vehicles requiring this installation test must be presented at a Class 5 station authorised to carry out these checks.</td>
<td></td>
</tr>
<tr>
<td>Note 10:</td>
<td>Taxis and Private Hire Vehicles may be subject to additional local requirements.</td>
<td></td>
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<tr>
<td>Note 11:</td>
<td>If a vehicle is presented with a manufacturer’s plate and a 'Ministry plate' the weights to be used are those on the 'Ministry plate'.</td>
<td></td>
</tr>
<tr>
<td>Note 12:</td>
<td>4 x 4 pickup vehicles with a DGW over 3000kg up to and including 3500kg are to be considered dual purpose vehicles for test purposes where no unladen weight data is available.</td>
<td></td>
</tr>
<tr>
<td>Note 13:</td>
<td>American pickup means a motor vehicle with a manufacturer’s declaration (on a plate on the vehicle) that it meets the motor vehicle safety standards applicable under the law in the United States of America or Canada(c) and— (a) is capable of carrying a driver and at least one passenger; (b) is capable of carrying goods in an open load bed separate from the driver/passenger compartment, with or without a removable cover; and (c) has a gross design weight over 3,000kg but does not exceed 6,500kg</td>
<td></td>
</tr>
</tbody>
</table>
A2.1 Exemptions

Detailed legislation on vehicles exempt from the MOT is set out in the Motor Vehicles Test Regulations 1981 regulation 6 (as amended), and in the Road Traffic Act 1988 Section 189.

Examples of vehicles exempted from MOT testing include:

- those constructed or first registered more than 40 years ago and not substantially modified
- track laying vehicles,
- vehicles constructed or adapted to form part of an articulated combination.
  Note: pick up vehicles with a fifth wheel should not be considered an articulated vehicle and should be tested as normal.
- works trucks,
- trailers,
- pedestrian controlled mechanically propelled vehicles
- electrically powered pedal cycles.

Legislation also exempts vehicles used in particular ways (e.g. travelling to and from test) or particular places (e.g. some islands) from the need to have a valid MOT test certificate. It should be noted that trailers constructed or adapted for the carriage of goods or burden with an unladen weight of more than 1,020 kg and vehicles forming part of an articulated combination are subject to heavy goods vehicle (HGV) plating and testing. It should also be noted that even when a vehicle is not required to have a test certificate it must still be maintained in a roadworthy condition.

A2.2 Dual purpose vehicles

1. A ‘Dual purpose vehicle’ is one that;
   is constructed or adapted for the carriage of both passengers and goods or burden of any description; and
   has an unladen weight (ULW) not exceeding 2,040 kg; and
which either:
   a. is so constructed or adapted so that the driving power of the engine, is, or by the use of the appropriate controls can be, transmitted to all the wheels of the vehicle; or
   b. satisfies the following conditions as to construction:
      (i) is permanently fitted with a rigid roof, with or without a sliding panel;
      (ii) the area to the rear of the driver’s seat must:
         • be permanently fitted with at least one row of transverse seats (fixed or folding) for two or more passengers, and those seats must be properly sprung or cushioned and provided with upholstered backrests, attached either to the seats or to a side or the floor of the vehicle; and
         • be lit on each side and at the rear by a window or windows of glass or other transparent material having an aggregate area of not less than 1,850 cm² on each side and not less than 770 cm² at the rear;
      (iii) the distance between the rearmost part of the steering wheel and the backrests of the row of transverse seats satisfying the requirements specified in the first paragraph of item (b) (ii) (or, if there is more than one such row of seats, the distance between the rearmost part of the steering wheel and the backrests of the rearmost such row) must, when the seats are ready for use, be not less than one third of the distance between the rearmost part of the steering wheel and the rearmost part of the floor of the vehicle.
A2.3 Motor Caravans
A ‘motor caravan’ is "a motor vehicle (not being a living van) which is constructed or adapted for the carriage of passengers and their effects and which contains, as permanently installed equipment, the facilities which are reasonably necessary for enabling the vehicle to provide mobile living accommodation for its users". Motor caravans are not classed as goods vehicles for MOT test purposes and are therefore in class 4 or 5 depending on their seating capacity but regardless of their size or weight.

A2.4 Living Vans
A ‘living van’ is "a vehicle, whether mechanically propelled or not, which is used for living accommodation by one or more persons and which is also used for the carriage of goods or burden which are not needed by such one or more persons for the purpose of their residence in the vehicle". Living vans are classed as goods vehicles and, depending on their weight, are therefore in either class 4 or 7 within the MOT Service or are subject to HGV plating and testing.

A2.5 Play Buses
A ‘play bus’ is a motor vehicle which was originally constructed to carry more than 12 passengers but which has been adapted primarily for the carriage of playthings for children.

A2.6 Ambulance
An ‘ambulance’ is a motor vehicle which is specially designed and constructed (and not merely adapted) for carrying, as equipment permanently fixed to the vehicle, equipment used for medical, dental, or other health purposes and is used primarily for the carriage of persons suffering from illness, injury or disability.

A2.7 Tricycles
A ‘motor tricycle’ is a three wheeled vehicle with wheels symmetrically arranged, a maximum speed over 45 km/h, or engine size over 50 cc.

Note: If the motor tricycle has an unladen weight not more than 450 kg it is a class 3 test if the unladen weight is more than 450 kg it is a class 4 test.

A2.8 Quadricycles
A ‘light quadricycle’ is a four wheeled vehicle with a maximum unladen weight of 350 kg, max speed of 45 km/h and not over 50 cc for a petrol engine or 4 kW for any other engine or electric motor.
A ‘quadricycle’ is a four wheeled vehicle with a maximum unladen weight of 400 kg (550 kg for a goods vehicle) with a max net power of 15 kW.

A2.9 Moped
A ‘moped’ is a vehicle with maximum speed of 45 km/h, not over 50 cc for a petrol engine or 4 kW for any other engine or electric motor.
A3 Who Carries Out MOT Tests?

1. The testing of vehicles is conducted principally at commercial garages (Authorised Examiners) and by some local authorities (Designated Councils). These are authorised, or designated as appropriate, by DVSA, and known as Vehicle Testing Stations (VTSs).

2. VTSs and their staff are subject to inspections by DVSA to ensure that testing is properly carried out. Test equipment used must be approved by DVSA.

3. MOT tests are carried out by Testers who are specifically trained and approved. They record test results on the MOT database and sign official test documents.

4. VTSs may only test those classes and types of vehicle that they are authorised to test and which are of a size and weight that can be accommodated on the authorised test equipment.

5. DVSA staff may also carry out tests (See Section F)
Contents

B1 Application and Authorisation
B2 Training
B3 Cessation of Authorisation and Other Changes to Businesses
  Voluntary Cessation
  Automatic Cessation
  Cessation for Disciplinary Reasons
  Transfer of Records Following Cessation
  Independence of New AEs
  Other Changes to Businesses
B4 General Responsibilities
  Premises and Equipment
  Security
  Liability for Vehicle Damage
  Convictions
  Checks by DVSA Staff
B5 Testing Responsibilities
  Test Appointments
  Dormant Sites
  Refusal to Test
  Viewing the Test
  Conduct of Test and Test Standards and Methods
  Retests (Re-examinations)
  Use of Testing Stations by DVSA
B6 Quality Management
B7 Use of Data and Data Protection
B1 Application and Authorisation

1. Any individual person, persons in partnership or company may apply to DVSA on form VT01 to become an AE, authorised to carry out MOT testing of specified vehicle classes as set out in Section A.

2. DVSA publishes information on gov.uk about authorised VTSs. This includes your trading name, address and phone number to assist the public in finding a VTS in their area.

   DVSA will provide information when requested under the Freedom of Information Act. Personal information will not be included in these requests.

   Information regarding an Authorised Examiner, VTS or its staff may also be supplied in response to a request from other enforcement agencies, for example the Police and HM Revenue and Customs.

3. An application to become an AE or gain approval for a VTS may be made separately or jointly and must show compliance with the conditions set out in the Requirements for Authorisation. The Requirements for Authorisation are available from www.gov.uk/become-an-mot-station, and should be read in conjunction with this Guide.

4. Final authorisation to carry out MOT testing will be granted only to applicants who can satisfy DVSA that they are of good repute and that their premises, equipment and personnel meet the required standards.

5. The application to become an Authorised Examiner must come from the 'legal entity' that will be in full control of the testing operation:

   a. In the case of a company, the AE would be the company itself, not the directors or company management staff regardless of who owns the company and who its directors are, the application is to be signed by any person 'duly authorised' by the company to do so. Written confirmation that the person is 'duly authorised' signed by an 'officer of the company' is required (see Abbreviations and Definitions). A copy of the current registrar of company's record showing details of officers of the company will also normally be required to validate the confirmation;

   b. In the case of a partnership the AE would be the partnership itself (e.g. the partnership of F Bloggs and A N Other) and the application is to be signed by a person 'duly authorised' by the partnership to do so. Confirmation that the person is 'duly authorised' in the form of a statement to that effect signed by each of the partners will normally be required together with a copy of the current partnership agreement;

   c. In the case of a sole trader the AE would be the person making the application, who must sign it.

6. Any authorisation by DVSA allows only the legal entity authorised to provide the testing service. If a company is reconstituted in a way that leads to a new company registration and number being issued then it will be regarded as a new entity and a new authorisation is needed. If, in a partnership, a partner leaves or joins, the partnership becomes a new entity, so again a new authorisation is needed, as it is in the case of a sole trader who takes on a partner or forms a company. (See also B3 paragraph 7).
7. Applications will be considered by DVSA following appropriate enquiries and inspections. Applicants will be informed in writing as to the outcome of DVSA's considerations, which will have one of the following results;

a. **Authorisation Granted.** This will always have a standard set of conditions but may be subject to additional conditions specified in the authorisation. Standard conditions include compliance with the requirements of the MOT Testing Guide and the appropriate Inspection Manuals, as amended from time to time; and Special Notices. Any additional conditions will be specified within the written authorisation.

b. **Approval in Principle (AIP) given.** This will list items to be complied with before authorisation is granted, and will include a time limit after which the AIP will expire. Where the applicant is not prepared to comply with an item, or items, listed they must notify DVSA as soon as is possible, and before the expiry date of the AIP. The application will then be dealt with as in c below.

c. **Intention to Refuse notified.** If DVSA, on behalf of the Secretary of State, intends to refuse an application (the legal term is 'is minded to refuse'), the applicant will be sent a letter. This will give the reason(s) why DVSA intends to refuse the application. The applicant may, within 14 days of the date of the letter, appeal against the refusal and details of how to do this will be included in the letter. This process follows the same procedures as an appeal against disciplinary action (see Section 18). If an appeal is received within the deadline, it will be considered and the applicant told of the outcome in due course. If no appeal is received, a further letter will be sent after the 14 days to confirm the refusal.

**B2 Training**

1. Every new AE is required to have at least one person, the AEDM, who has attended a DVSA approved MOT Managers course that covers testing responsibilities, administrative arrangements, quality systems, disciplinary and appeal processes. The course is designed to help the AEDM to fully understand the role within the MOT Service.

   **Note:** Existing authorisations granted before 1 April 1995 do not require an AEDM to have attended the MOT Managers Course. Appendix 1 gives more detail on the AEDM training requirements.

**B3 Cessation of Authorisation and Other Changes to Businesses**

**Voluntary Cessation**

1. An AE may voluntarily cease to be authorised at any time by notifying DVSA in writing. To close an MOT centre you must either be:

   - the sole trader
   - a partner in a partnership with permission to make the request
   - the limited company director (AEP)
   - someone acting on behalf of the company with permission to make the request

   Email DVSA motadministration@dvsa.gov.uk giving notification of surrendering the authorisation and closing the MOT centre.

   The email must contain:

   - trading name
   - intended closure date
   - VTS number
   - AE number

   Once the centre has closed, DVSA will refund any unused MOT slots and remove any
The MOT Testing Guide

Authorised Examiners

roles assigned to this centre from the MOT testing service.

**Automatic Cessation**

2. An authorisation ceases automatically if the authorised legal entity is no longer in control of the testing operation at the VTS.

3. Cessation of an authorisation is automatic in the following circumstances also:
   a. If the AE is a sole trader and:
      i. dies;
      ii. is adjudged bankrupt or, in Scotland, has his/her estate sequestrated, or;
      iii. becomes a patient within the meaning of Part VIII of the Mental Health Act 1983 or, in Scotland, becomes incapable of managing his/her own affairs.
   b. If the AE is a partnership and this is then dissolved. See also paragraph 9.
   c. If the AE is a company for which:
      i. a winding-up order is made;
      ii. a resolution for voluntary winding-up is passed;
      iii. a receiver or manager of the body’s undertaking is appointed, or;
      iv. the taking of possession, by or on behalf of the holders of any debenture secured by as floating charge, or of any property of the body comprised in or subject to the charge, occurs.

4. An AE must notify DVSA if any of the above changes to the business occurs. Testing must stop immediately if any of the above circumstances occurs until DVSA confirms it can recommence. Any test carried out after the effective date of the change will have been carried out improperly – this may adversely affect the authorisation of a re-constituted business. To minimise any disruption to a business that wishes to continue trading following any such changes, AEs should notify DVSA in advance when any of the above changes are planned allowing any necessary applications for new authorisations to be processed before the change takes place. An authorisation cannot automatically be transferred with a business.

**Cessation for Disciplinary Reasons**

5. DVSA, on behalf of the Secretary of State (see Section F), has the discretionary power to take disciplinary action against an AE, including cessation of the authorisation. Failure to adhere to the Requirements for Authorisation may result in disciplinary action against the AE and/or the Tester. Section I explains the disciplinary and appeal processes.

6. When the AE is a sole trader the responsibility for taking action to ensure that the authorisation is operated in accordance with the Secretary of State’s requirements and the penalties for failure to do so falls on that person. With partnerships and companies, however, individuals must ensure correct operation of testing. The responsibility therefore falls not only on the company or partnership but also on the following individuals:
   a. in the case of a company, all the officers of the company (see 'Abbreviations and Definitions' at the beginning of this guide) and any other person ‘duly authorised' by the company to sign applications and other similar documents relating to the authorisation;
   b. in the case of a partnership, each partner and any other person ‘duly authorised' by the partnership to sign applications and other similar documents relating to the authorisation.

**Transfer of Records Following Cessation**

7. Where the constitution or administration of a business changes, and the individual AE or one or more partners or directors or officers of a company continue under the new
entity, any records, including those of disciplinary matters, will continue to be regarded as relevant to the re-constituted business. Similarly, if any individual AE, partner or director or officer of a company takes up an equivalent role with another AE, any existing records (again including disciplinary ones) will be regarded as relevant to the new AE.

**Independence of New AEs**

8. Where the authorisation of the AE has been ceased, for disciplinary reasons as above, anyone wishing to apply for authorisation at that site(s) must be able to show that they are sufficiently independent from the former AE, partners or officers of the company. The maximum acceptable involvement of the former AE is as landlord. The former AE shall not be involved in any way with the management or responsibility of any authorisation. However, they may continue as a Tester if their approval has not been ceased. In particular, because of the matrimonial relationship and property rights, it is improbable that the spouse of the former AE, partner or officer of a company would be considered sufficiently independent.

**Other Changes to Businesses**

9. It is not necessary to stop testing immediately for changes other than those described in paragraphs 2 to 5 above. DVSA must be told in writing within 7 working days about any other significant changes to the control or operation of the business. Failure to notify such changes within this period may be treated as a shortcoming under Section I. Such changes would include:
   a. A sole trader entering into a partnership.
   b. Where the AE is a partnership;
      i. there is any change in the partnerships constitution.
   c. Where the AE is a company, and there is a change to;
      i. the secretary of the company;
      ii. the directors of the company;
      iii. the person who was required to attended the MOT Managers’ course (*).

   * Note: This only applies where a trained person is required under section B2.

Any change in trading name or court appointed supervision of the business other than that which is described in 3 above. A company that continues to operate under the same registration and company number may continue testing provided that any changes to the officers of the company or change in the relationship to any parent company have been notified.

10 It is possible for the AEDM, or other appropriate roles, to update some authorisation details directly on the MOT Testing Service (e.g. phone & fax numbers, email address & correspondence address). Any other details must be notified to DVSA in writing.

11 The AE can cease the appointment of a Tester. In the case of a multi-site AE, this cessation may be from all sites, a selection of sites, or a single site. A cessation by one AE does not affect any current or future nominations by other AEs.

**B4 General Responsibilities**

1. Authorisations are granted in accordance with the conditions applicable to the authorisation. These conditions include compliance with the Requirements for Authorisation applicable at the time of authorisation, this Guide and appropriate Inspection Manuals, as amended from time to time. Additional conditions may also be specified within the written authorisation. AEs are in law fully responsible for ensuring that statutory MOT testing at their VTSs is carried out to the required standard and in the manner instructed by DVSA. Failure to adhere to the conditions of an authorisation, or notify DVSA of a change in the constitution or operation of a business or approved site may result in disciplinary action (see Section I). For a partnership or
company, all partners or directors and officers of the company are equally responsible.

2. Each authorisation is required to have an AEDM and a SM for each VTS, which may be the same person. See Section M. The responsibilities of Testers are set out in Section E. AEs are held fully responsible for the actions of their staff and others acting on their behalf or with their agreement, all such staff must be adequately supervised and fully conversant with their testing duties.

Premises and Equipment

3. Every AE must, at all times, properly maintain the premises, facilities and testing equipment at all VTSs for which he is responsible. The facilities and equipment include the following:
   a. All facilities and equipment that were present at the time of the VTS’s approval and any additions or alternatives that have been subsequently agreed with DVSA; and
   b. All facilities and equipment required by any mandatory upgrade introduced by DVSA.

4. All testing equipment must be kept in good working order. Measuring apparatus must be calibrated in accordance with DVSA’s requirements. If an item of mandatory test equipment is not re-calibrated by its due date then testing which uses that item must not continue. In exceptional circumstances where the calibration cannot be carried out by the due date the SM should notify DVSA via the Customer Service Centre. Testing must stop on any class or type of vehicle as soon as any mandatory item of equipment malfunctions, in a way that could prevent a test being properly conducted on that class or type of vehicle. Testing must not be resumed until the equipment is properly repaired. If equipment fails during a test but before its use has been completed, the test must be aborted and any fee paid returned.

Roller/plate brake testers and headlamp aim testers can be calibrated anytime during the six months following its last date of calibration. The equipment is then considered calibrated until the end of the 6th month.

Example: If an RBT is calibrated on the 15 Jan 2017 – the calibration expiry is the 31 July 2017. Therefore any calibration must be carried out before the 1 August 2017.

There are two exceptions to the general rule in paragraph 4 above.

a) Where a roller or plate brake tester malfunctions testing may continue, for up to 2 working days from the time the defect occurred, using the DVSA approved decelerometer. Only tests booked before the malfunction can be carried out under this arrangement.

b) Where the wheel free play detector malfunctions at an ATL or OPTL approved VTS, testing may continue using the conventional method with an assistant for those specific parts of the test.

5. An AE must apply to DVSA for approval prior to the changes being made for the following:
   - Addition of test classes
   - to replace or modify any fixed test equipment that will alter the approved dimensions or layout
   - alter the building or the layout of equipment
The AE can apply using the VT01 application form on gov.uk. Supporting drawings should be enclosed with the application.

No proposed change will be acceptable if it reduces clearances or dimensions (including those for access) below the limits specified in the Requirements for Authorisation or, for features approved only as 'acceptable variations', below their existing values.

Any 'like for like' changes to fixed test equipment must be notified to DVSA using the 'Change testing equipment' link on the vehicle testing station page on the MOT testing service. Provided the notification has been given, the AE can proceed to have the equipment installed and use it.

The changes will be checked by DVSA at the next visit. If the changes do not meet the Requirements for Authorisation approval may not be given.

The renewal of mobile testing equipment does not have to be notified to DVSA provided that the replacement is on the current DVSA approved list and will not affect the range of vehicles that can be tested.

Security

5. AEs are responsible for ensuring that blank MOT CT certificates are not accessible at any time to unauthorised persons.

6. In the event of loss or theft of blank CT certificates the AE must immediately;
   a. notify DVSA via the Customer Service Centre;
   or
   b. report the loss via MOT@dvsa.gov.uk

The AE must send a full written account of the circumstances within one working day.

7. An AE may consider removing a Tester from the list of testers at any of the VTS(s) within their Authorisation to cover periods of extended absence. E.g. prolonged illness. This should be considered for periods in excess of 3 weeks. At the end of the period of absence the AE can reinstate the Tester to the list of testers.

8. The AE shall take reasonable precautions to ensure that all MOT Security Card users safeguard the cards and Passwords for which they are responsible. MOT Security Cards should be retained in the personal possession of the card user and not left unsecured. Outside working hours the security of the MOT Security Card is the responsibility of the card user. AEs must ensure that MOT Security Card users do not:
   a. disclose their Password to anyone;
   b. share the MOT Security Card with anyone;
   c. write down their Password;
   d. leave MOT Security Cards in an unsecured location.
   e. Do not write your user ID, password or answers to their security questions on the card.

Note: Nobody, including MOT Testing Service administrators or DVSA staff, are authorised to ask you for your user Password. Users must report any request to disclose their Password (or requests to change their Password to a particular value) to DVSA via the Customer Service Centre immediately.

Liability for Vehicle Damage

9. The extent of an AE’s liability for damage is set out in Regulation 14 of the Motor Vehicles (Tests) Regulations 1981 (Statutory Instrument 1981 No 1694) as amended and in part reproduced in Appendix 4. It describes the scope of AE’s responsibility for
loss, damage or injury caused while vehicles are in their custody for MOT tests, and while the test is being carried out.

10. AEs must not display disclaimers of such liability in their VTSs, and must ensure that no vehicle presenter is asked to sign any such disclaimer.

Convictions

11. AE’s must notify DVSA immediately in writing of any convictions of individuals involved in the MOT service under their authorisation, this includes:
   - AEPs
   - AEDMs
   - AEDs
   - Site managers
   - Site admin
   - Testers

For conviction definitions see Appendix 7 Convictions and Repute

Checks by DVSA Staff

12. DVSA use a Risk Based approach to managing the MOT Service, assessing VTS sites and test standards to determine the potential risk of non-compliance. AEs can view their site’s risk rating on the MOT Testing Service. A Guide to Manage your MOT centre is available setting out the standards and good practises a VTS should strive towards to be assessed as a low risk of non-compliance.

AEs must allow the inspection of their testing arrangements, equipment, facilities, records; checking of their Tester’s competence; and re-examination of recently tested vehicles by DVSA staff at any time during normal working hours or that the VTS is open. AEs should always ask to see the official warrant that DVSA enforcement staff carry. If you have doubts about anyone asking to see official documents, refuse access and call the DVSA Customer Service Centre.

B5 Testing Responsibilities

Test Appointments.

1. Appointments made for vehicles without a current MOT certificate (which could not be legally driven to and from the testing station without an appointment) must be recorded in writing; the record must include the vehicle’s registration mark, the date and time of the appointment and the name of the person making it. The record must be kept for at least 3 months after the date of the appointment.

Dormant Sites

2. AEs will be expected to staff and maintain their VTSs as operational concerns. Where no tests have been conducted at a site for a consecutive period of 3 months AEDMs are required to contact DVSA detailing the reasons and any corrective action being taken. AE’s may also voluntary surrender the authorisation and close the VTS see B3 page 17 for details. When no tests have been conducted for a consecutive period of 12 months DVSA will consider this as notification of the AE’s wish to voluntarily surrender approval of the site. DVSA will write to the AE confirming the cessation of the site. This will be considered to be a non disciplinary cessation and AEs may re-apply at any time.

Decline to Test

3. An AE must not carry out an MOT test on a vehicle if it is of a class or type of vehicle which they are not authorised to test, or a type of test they are not authorised to carry out. If the presenter asks for the reason in writing a CT30 may be completed and given to the presenter.
Refusal to Test

4. Where an AE intends to refuse to test a vehicle the vehicle presenter must be told straight away of any such circumstances, pointing out that consequently the test cannot be carried out. No fee may be charged for a test refused in these circumstances. If the presenter asks for the reason in writing, the vehicle must be registered via the MOT Testing Service and a VT30 produced giving the reason(s). Refer to the relevant MOT Inspection Manual, Introduction, for details of reasons for refusal to test.

5. Abandoned and Aborted Tests

If, once a test has been registered, it becomes clear that the test cannot be completed because of any of the circumstances set out in Appendix 3, then the test must be either be:

a) abandoned after being completed as far as is possible and a test certificate refused because the Tester considers it unsafe to continue or because it becomes apparent during the test that certain items cannot be satisfactorily inspected. An appropriate fee may be charged for the test.

or;

b) aborted because a test cannot be completed due to a problem with the VTS’s testing equipment or the Tester. No fee may be charged for the test.

In both a and b above the test is cancelled on the MOT Testing Service and a VT30 must be issued, stating the reason why the test was abandoned or aborted.

Viewing the Test

6. Any individual presenting a vehicle has the right to observe the test from the approved viewing area(s) or via camera relayed images.

Conduct of Test and Test Standards and Methods

7. AEs must ensure that the MOT tests are carried out without avoidable distraction or interruption and strictly in accordance with the conditions of their authorisation, which includes compliance with this Guide, the Requirements for Authorisation, the appropriate Inspection Manual, and any other instructions issued by DVSA. They must ensure that, for each test, the vehicle is registered on the MOT Testing Service at the commencement of the test, and on completion the appropriate test result is recorded and where required the appropriate documentation is issued before the vehicle leaves the premises. Also the Tester who carries out the test must make all assessments of any pass/fail criteria, confirm all database entries and sign all appropriate documentation. AEs must ensure that assistance is always available to Testers for those parts of the test that require it.

8. Once started, a test must be completed to the maximum extent safely possible (see paragraph 5 above). If a test has to be aborted because of equipment failure or because the Tester is unable to continue the test (e.g. because the Tester becomes unwell), no fee may be charged. The reason why the test was aborted must be entered onto the system and a VT30 produced. If the Tester who started the test is not available to abort the test on the MOT Testing Service this can be done by another Tester.
9. Where the vehicle fails the test and it is expected that the defect(s) can be rectified within one hour the Tester can elect to use the PRS facility (see Abbreviations and Definitions). Provided the Tester has completed the initial examination before any repairs are carried out and the vehicle has been retained and repaired at the VTS. If the defects are rectified within one hour of completion of the test the Tester must then enter the results on the MOT Testing Service and issue a VT30 in addition to a VT20. If the defects cannot be rectified, for any reason, within one hour then the vehicle must be failed and a VT30 issued. PRS is a partial re-examination for which no fee can be charged and during which the Tester cannot register any new tests.

**Note:** A Pass result **must not be** recorded before the vehicle satisfies all the test requirements.
10. Statutory free retests, requiring only a partial re-examination, are available in certain circumstances, these are when:

a. The VTS has not changed ownership;

b. The vehicle remains at the VTS for repair and the re-examination is conducted before the end of the 10th working day following the day of the initial test. In such circumstances the vehicle must not leave the premises and a VT30 must be issued following the initial test;

or

c. (i) The vehicle is returned to the same VTS where the vehicle failed the initial test before the end of the next working day on which testing is carried out; and

(ii) All the failure items on the VT30 are those which are statutory free retest items only (see Section L).

11. If the vehicle is removed from the VTS for repair and returned for a retest before the end of the 10th working day following the day of the initial test then, provided the test station has not changed ownership, only a partial re-examination is required. For which half the statutory maximum test fee may be charged.

12. When a partial re-examination is permissible, the Tester must examine all the failed defects (dangerous and major) along with any items that may have been affected by the repair. The tester should also check any minor defects or advisory item that had been recorded at the time of the initial test and mark as repaired as appropriate.
Note: Only one partial re-examination is permissible per full test.

13. In all other cases, with the exception of paragraph 15, a vehicle having failed an MOT test must have a full re-examination when presented for retest and a further test fee (up to the maximum allowed for the class) may be charged.

14. Vehicles in classes 4A or 5A that have passed the seat belt installation element of a test but failed in other ways, that are returned to the same VTS for retest must be re-examined as class 4 or 5 respectively. That is, the seat belt installation check should not be repeated or the additional fee for that check charged. In such cases the VT30 for the original fail must be endorsed to the effect that the seat belt installation check has been passed.

15. Ideally, any re-examination should be carried out by the Tester who completed the original test, but where this is not reasonably practicable any Tester listed at that VTS may carry out the re-examination.

16. If, during the re-examination of a vehicle in any circumstances, it becomes clear that the vehicle does not meet the necessary standard, whether because the original defect has been inadequately repaired or because another defect is present, the vehicle must be failed and a further VT30 issued.

17. Charges for repair work carried out on the vehicle, with the owner’s prior consent, are made by the garage in the usual way and are not covered by the statutory test fee.

18. If, after the retest only minor defects remain and a VT20 is issued then there is no further retest option to remove the minor defects.

19. There is no retest for tests that result in only minor defects or advisory items.

Use of Testing Stations by DVSA

20. AEs must allow their VTSs to be used by DVSA for examining vehicles subject to an appeal or complaint about a test result provided that 3 days’ notice has been given. The notice period may be reduced by mutual agreement. DVSA will pay one half of the relevant test fee for the use of the premises and equipment, unless the arrangement is cancelled at least 24 hours prior to the appointment.

B6 Quality Management

Managing Quality

1. AEs are responsible for the quality of testing within their garage or garages.

2. Others – most notably testers also have a responsibility upon them associated with this, but it is for AEs to ensure there are adequate systems for the management of the quality of testing at their garage or garages.

3. To that end AEs must ensure an adequate system of Quality Management at each of their VTSs. Such a system will need to be tailored to meet the individual circumstances of the VTS or VTSs (such as number of VTSs, volume of test, numbers of testers, experience of staff) – but in all cases its objective must be the same; to best ensure that MOT testing is conducted to consistently high standards.

4. In operating systems – AEs should always remember that sometimes things will go wrong. A successful quality management system is one that identifies things going wrong in a timely way – and helps the AE put things right. A quality regime that never identifies things going wrong is unlikely to be working effectively. Where things are found to be going wrong, then it is key to record this and show what has been done to prevent reoccurrence.

5. Going forward, much of DVSA’s focus in identifying how well garages are managing quality will come from reviewing their quality management system. This will mean that it is necessary to document the system and how it operates. This need not be an
onerous task – and, again, needs to be proportionate to the size and complexity of the AE’s operation.

6. The overall quality management system should always include the following elements.
   a. People
   b. Training
   c. Procedures
   d. Equipment
   e. Assurance
   f. Improvement

The following sections describe the requirements for these in a little more detail.

7. People
   This should include policies for recruiting staff, probation criteria and policies around what you will do when there are quality failings. This will also include information about Site Managers where they are used. Where AEs do have a responsibility across sites there would be an expectation that Site Managers are suitable individuals with suitable training to do their job.

8. Training
   This will include what checks you will do to make sure that all of your staff have the necessary training – both mandated training from DVSA, but also any other training they need to safely work in your garage. It may include a link to your people policy – so that there is clarity on what you expect from your staff in terms of their own personal development. It would be expected that such a system should be designed to ensure that all staff conducting MOTs have followed the in year training and passed the assessment.

9. Procedures
   You need to ensure that your staff know how MOTs operate in your VTSs – what documents to use, how bookings are operated, how to access information such as manuals, guides and reports for example test quality information, test logs, slot usage and transactions etc.

10. Equipment.
    This needs to ensure that all relevant staff understand how to ensure equipment upkeep and calibration, that process is clear and there are clear procedures for dealing with any equipment failures.

11. Assurance
    This will include the checks you do to make sure that all of your staff have the necessary training – both mandated training from DVSA, and also any other training they need to be able to understand and implement changes to tester’s manuals, test standards and test results entry. Also any training they require to safely work in your garage. It may include a link to your people policy – so that there is clarity on what you expect from your staff in terms of their own personal development. It would be expected that such a system should be designed to ensure that all staff conducting
MOT testing have followed the in-year training requirement and have passed the annual assessment.

A procedure needs to be in place to check that at least a sample of MOTs are checked to ensure that the correct routines and procedures are followed and that the correct standards are applied.

a. An AE may consider implementing an assurance approach which could include a third party or Trade representative. Any third party should cover aspects relating to MOT test standards and the administrative management of the MOT business. Alternative approaches could be to nominate an experienced and well regarded tester to conduct the assurance checks, to rotate the responsibility across the team or to partner with neighbouring garages. It would be expected that all those carrying out assurance checks should be trained as MOT testers. The key factor in whatever approach is to ensure that all testers have a proportion of tests rechecked by someone who is independent of that tester – so they can have some degree of objectivity.

Note: The role of Authorised examiner consultant within in MTS may be allocated to individuals to assist the quality and assurance approach at the site. See Section M.

b. The frequency of checks may typically be expected to be 1 per tester every 2 months. However, this is based on the average garage throughput of 2-3 tests per day for experienced testers – so should be varied to reflect the volume of tests done or any other special circumstances – such as the experience of testers. For example if a tester is inexperienced or doing twice the average of 2-3 tests per day you should consider increasing the checks to once a month.

c. Where a VTS has one Tester it is expected that the AE should also have in place a suitable means of assuring the quality of testing This could include using a 3rd party assessor, a reciprocal arrangement with a local VTS. Where this is not possible other methods should be used to ensure the quality of testing e.g. the use of test quality reports to check the testers own performance against the national statistics, noting reasons for differences and any action taken if appropriate.

d. The assurance processes in place should be subject to regular review, this will enable an AE to monitor the effectiveness and if necessary make changes where required.

e. Assurance checks should include the operation of the VTS and the test quality of the MOT tests carried out by the Testers at the VTS.

f. Whoever is conducting the quality assurance check
   i) Closely watch all parts of the test as they are carried out or
   ii) Closely observe the testing process and conduct a full re-examination of the vehicle to check standards application.

g. Once the Tester has completed the test, which will be the subject of a QC check any difference in the test result, test standards or observed defects must be discussed and resolved prior to confirmation of the test result on the MOT Testing Service.

h. The result of the assurance check must be recorded – including any agreed action. That agreed action could be additional training, a garage development session or any other appropriate action. The key thing here is to show that corrective action is taken.
i. Where unusually high numbers of failings are found – then it would be expected that the frequency of checks is increased until such time as it is evidenced that the problem has now been solved.

12. **Improvement**

   Overall the system needs to demonstrate that things are fixed when they are found wanting. A good quality system will find problems, and record their resolution – so there is a culture of learning and improving.

B7 **Use of Data and Data Protection**

1. The MOT Testing Service contains personal data. The collection, storage and use of personal data within the Service is explained generally in the DVSA Personal Information Charter and in the Privacy Notice for MOT Testing Service, both available online.  
   https://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency/about/personal-information-charter

2. All system users must ensure that the data held is kept secure and only released to those who have a right to see it.

3. Access for registered users of the MOT Testing Service will be via a secure log-on process, designed to reduce the opportunity for unauthorised access. In addition to an MOT Security Card, all users require a User ID and a Password and users may only access data appropriate to their role(s).

4. It is the responsibility of each individual user of the system to ensure that all the information or data that is processed is done so legally. Failure to comply with the Act may lead to prosecution over and above any DVSA disciplinary action. Some personal information relating to the users is held on the system, i.e. Testers name and address and care should be taken when accessing this information.

5. Each system role has a clearly defined set of access rules that allow access to information appropriate to that role. Audit logs will be created and kept on the system, and will record all appropriate actions against each particular User ID.

6. In order to safeguard the data, each system user should follow these simple rules:
   a. Do not give another person information that they would not otherwise have access to, this includes test result information.
   b. Do not supply any information to a third party or member of the public unless you are told otherwise in the current MOT Guide, Inspection Manuals or SNs (e.g. providing documents to vehicle presenters). Any requests for information should be made in writing and sent to DVSA's Information Access Team at DVSA Headquarters. See Appendix 9.
   c. Do not access personal information when there is a danger that unauthorised persons may view the information.
Contents

1  Designated Councils

2  Taxis and Private Hire Vehicles
C1 Designated Councils

1. MOT testing may also be carried out by Designated Councils (DC). Their legal position, and that of the 'inspectors' who carry out tests on their behalf, is similar to that of AEs and Testers. For all practical purposes, DCs and their 'inspectors' are treated as if they were AEs and Testers respectively. Applications for 'Designation' will be considered in the same way as those for AEs, see Section B1 paragraph 7. DCs are required to have appropriate persons attend MOT Managers Courses in the same circumstances as for AEs. Similarly, 'inspectors' appointed by DCs are required, in the same way as Testers, to comply fully with all aspects covered in Section E of this Guide.

2. The disciplinary standards applied to errant AEs will also be applied to DCs. DCs must not use any 'inspectors' who would not be acceptable as Testers. The disciplinary standards applied to errant Testers will also be applied to 'inspectors'. Any disciplinary action taken against a Tester will be taken into account in any future case, this includes where persons are subsequently appointed as 'inspectors'. The reverse also applies.

3. In reading this Guide, any reference to an AE should, unless stated otherwise, be treated as if it also applied to a DC.

4. DC testing must be carried out by staff employed directly by the Council. Council owned companies and providers of contract maintenance to councils who wish to operate testing stations that had previously been directly operated by councils cannot continue to do so as a DC but must apply to become AEs in their own right. Testing as a DC must stop as soon as control is transferred.

C2 Taxis and Private Hire Vehicles

1. Taxis and private hire vehicles that are licensed by certain Authorities do not need to have an MOT certificate. This applies only where the Authorities are certified by the Secretary of State as empowered to issue their own exemption certificates. Exemption certificates cannot be issued until the relevant vehicle has been tested by or on behalf of the Authority to standards that at least equal those for MOT tests. When a taxi or private hire vehicle ceases to be licensed, its owner must obtain a normal MOT certificate; the vehicle must not continue to be used on the strength of an exemption certificate, even if not yet expired.

2. Such Authorities may, if they see fit, impose test methods, items or standards that exceed the MOT requirements for these vehicles. DVSA has no involvement in setting these higher standards so any appeal against them has to be dealt with by the Authority, not DVSA.

3. Some of the above Authorities elect to issue a normal MOT certificate in addition to an exemption certificate. In such a case, the vehicle 'owner' has the same facility of appeal to DVSA as anyone who has been refused or issued with an MOT certificate. ‘Owners’ must, however, remember that even if the decision to refuse an MOT certificate is reversed, the Authority is under no obligation to issue an exemption certificate or licence for which they are fully entitled to apply standards higher than MOT standards.
Contents

D1  Authorised Examiner
D2  Common to All Classes
D3  Class 1 and 2 Vehicles
D4  Class 3 and 4 Vehicles
D5  Class 5 Vehicles
D6  Class 7 Vehicles
1. Introduction

An Authorised Examiner (AE) is the organisation that operates and manages one or more VTSs and is responsible for controlling the quality of testing carried out. Except in the case of a ‘sole trader’ the AE is not a person but a legal entity (e.g. a company, partnership or a local authority). A Designated Council (DC) is a Local Authority authorised to carry out MOT tests.

Note: Unless stated DCs are treated the same as AEs within this document.

This document sets out the requirements to be met when applying to become an AE or DC. It is intended to assist with the application process by providing the information required on how to start a new application or to apply for a variation to an existing authorisation.

Normally an application to become an AE is made in conjunction with an application for a VTS. However, DVSA will accept an application to become an AE without a link to a Tester or an approved Vehicle Testing Station (VTS). In all cases applicants should be conversant with their responsibilities. Before final authorisation to test is granted an AE must demonstrate compliance with all requirements.

This document covers:

- Who is eligible to become an Authorised Examiner?
- What are the AEs responsibilities?
- How to apply.
- What is the application process?
- What supporting documentation is required?
- The additional AE requirements necessary in relation to a site application.
- What are the MOT Testing Service mandatory roles?

Dependant on the nature of your application you may also need to refer to other documents, these include the:

- Requirements for Authorisation for a Vehicle Test Station (All Classes);
- Requirements for Authorisation Class 1 and 2;
- Requirements for Authorisation Class 3 and 4;
- Requirements for Authorisation Class 5;
- Requirements for Authorisation Class 7;
- Application for MOT Authorisation Form (VT01).
2. Who is eligible to become an Authorised Examiner

Authorisation to carry out MOT testing will be granted only to applicants who can satisfy DVSA that they are of good repute, as defined in Appendix 7 Convictions and Repute, and where applicable that their premises, equipment and personnel meet the required standards.

1. An application may be made for appointment as an AE by:

   a. a Sole Trader;

      In the case of a sole trader the AE would be the person making the application, and who must sign it.

   b. a Partnership;

      a. In the case of a partnership the AE would be the partnership itself (e.g. the partnership of F Bloggs and A N Other) and the application is to be signed by a person 'duly authorised' by the partnership to do so. Confirmation that the person is 'duly authorised' in a form of a statement to that effect signed by each of the partners will normally be required together with a copy of the current partnership agreement.

   c. a Company;

      a. In the case of a company, the AE would be the company itself, not the directors or company management staff regardless of who owns the company and who the directors are. The application is to be signed by any person 'duly authorised' by the company to do so. Written confirmation that the person is 'duly authorised' signed by an 'officer of the company' is required. A copy of the current registrar of company's record showing details of officers of the company will also normally be required to validate the confirmation.

   d. a Designated Council;

       A Designated Council being the Council of a County, of a District or of a London Borough or (in Scotland) a Unitary Authority or Island Council of a region or of an Islands area, or The City of London.

       **Note:** Any authorisation by DVSA allows only the legal entity authorised to provide the testing service. If a company is reconstituted in a way that leads to a new company...
registration and number being issued then it will be regarded as a new entity and a new authorisation is needed. If, in a partnership, a partner leaves or joins the partnership this becomes a new entity and a new authorisation is needed. The same is true in the case of a sole trader who either takes on a partner or forms a company.

3. Authorised Examiners (AEs) Responsibilities

3.1 General

3.2 Premises and Equipment

3.3 Access by DVSA Staff

3.4 Security

3.5 Testing Responsibilities

3.6 Cessation for Disciplinary Reasons

3.7 Changes to Businesses

The main responsibilities of the AE are outlined below, further details on the administration of the MOT Service can also be found in The MOT Testing Guide (6th Edition). It is important that you understand all that is required to be an AE before signing the application.

3.1 General

1 AEs are held fully responsible for the actions of their staff and others acting on their behalf or with their agreement, all such staff must be adequately supervised and fully conversant with their testing duties. For a partnership or company, all partners or directors and officers of the company are equally responsible. Each authorised entity is required to have an Authorised Examiner Designated Manager (AEDM) (see Section 7). The responsibilities of Testers are set out in Section E.

2 Every new AE is required to have at least one person, the AEDM, who has attended a DVSA approved MOT Managers Course (see Section 7.1).

3 AE’s must notify DVSA immediately in writing of any conviction of an individual involved in the MOT scheme under their authorisation, this includes:

- AEP’s
- AEDMs
- AED’s
- Site managers
- Site admin
- Testers

For conviction definitions see Appendix 7 Convictions and Repute

4 The extent of an AE’s liability for vehicle damage is set out in Regulation 14 (1) of the Motor Vehicles (Tests) Regulations 1981 (SI 1981 No 1694) as amended. AEs must not display disclaimers against liability for loss, damage or injury caused while vehicles are in their custody for MOT tests and must ensure that no vehicle presenter is asked to sign any such disclaimer. Appendix 4 describes fully the scope of AE’s liabilities.

5 AEs are advised to be members, or become members, of a Chartered Trading Standards Institute (CTSI) approved code of practice. Details of approved codes can be found on the TSI website. Membership of an approved code requires compliance with certain standards and trading ethics and DVSA may consider such VTS as low risk MOT operations, resulting in reduced regulatory checks. DVSA is committed to providing the public with information relating to Vehicle Testing Stations in order that they are able to make an informed choice and part of this information will include details of any code membership.
3.2 Premises and Equipment

1. After approval of the site, every AE must, at all times, properly maintain the premises, facilities and testing equipment at all the VTSs for which they are responsible. The facilities and equipment include the following:

   a. all facilities and equipment that were present at the time of the VTS's approval and any additions or alternatives that were agreed with DVSA by prior notification;

   And

   b. all facilities and equipment required by any mandatory upgrade introduced by DVSA.

2. All testing equipment must be kept in good working order and measuring apparatus must be kept calibrated in accordance with DVSA's requirements. Testing must stop on any class or type of vehicle, if any mandatory item of equipment falls out of calibration or malfunctions in a way that could prevent a test being properly conducted on that class or type of vehicle.

3. An AE must apply to DVSA for approval prior to the changes being made for the following:

   • Addition of test classes
   • to replace or modify any fixed test equipment that will alter the approved dimensions or layout
   • alter the building or the layout of equipment

   The AE can apply using the VT01 application form on gov.uk. Supporting drawings should be enclosed with the application.

   No proposed change will be acceptable if it reduces clearances or dimensions (including those for access) below the limits specified in the Requirements for Authorisation or, for features approved only as ‘acceptable variations’, below their existing values.

   Any ‘like for like’ changes to fixed test equipment must be notified to DVSA using the ‘Change testing equipment’ link on the vehicle testing station page on the MOT testing service. Provided the notification has been given, the AE can proceed to have the equipment installed and use it.

   The changes will be checked by DVSA at the next visit. If the changes do not meet the Requirements for Authorisation approval may not be given.

   The renewal of mobile testing equipment does not have to be notified to DVSA provided that the replacement is on the current DVSA approved list and will not affect the range of vehicles that can be tested.

3.3 Access by DVSA Staff

1. AE must allow the inspection of their testing arrangements, equipment, facilities, records, and the checking of their Tester's competence, re-examinations of recently tested vehicles by DVSA staff at any time during normal working hours or when the VTS is open. AE should always ask to see the official warrant that DVSA enforcement staff carry. If you have doubts about anyone asking to see official documents, refuse access and call the DVSA Customer Service Centre.

2. AE must allow their VTSs to be used by DVSA for examining vehicles subject to an appeal or complaint about a test result provided that 3 days' notice has been given. The notice period may be reduced by mutual agreement. DVSA will pay one half of the relevant test fee for the use of the remises and equipment, unless the arrangement is cancelled at least 24 hours ahead.
3.4 Security

1 AEs are responsible for ensuring that blank MOT CT certificates are not accessible at any time to unauthorised persons.

2 The AE shall take reasonable precautions to ensure that all MOT Security Card users safeguard the cards and passwords for which they are responsible. Outside working hours the security of the MOT Security Card is the responsibility of the card holder.

3.5 Testing Responsibilities

1 AEs must ensure that the MOT tests are carried out without avoidable distraction or interruption and strictly in accordance with the conditions of their authorisation, which includes compliance with The MOT Testing Guide (6th Edition), the appropriate Inspection Manual and any other instructions issued by DVSA. They must ensure that, for each test, all assessments of pass/fail criteria are made, all appropriate documents are signed and all database input details are confirmed by the Tester who carried out the test. AEs must ensure that assistance is always available to Testers for those parts of the test that require it.

2 AEs must offer an appointment to test any vehicle of a class within their authorisation at the earliest practicable date and time, with consideration for their existing MOT workload and customer requirements.

3 All appointments made for vehicles without a current MOT certificate must be recorded in writing. The record must include the vehicle’s registration mark (VRM), the date and time of the appointment and the name of the person making it. This record must be kept for at least 3 months after the date of the appointment.

4 An AE must not carry out an MOT test on a vehicle if it is of a class or type of vehicle which they are not authorised to test, or a type of test they are not authorised to carry out, or the vehicle cannot be accommodated within the test facilities. He must tell the vehicle presenter immediately of any such circumstances, pointing out that consequently the test cannot be carried out.

5 Full details of reasons for refusal to test are contained the respective MOT Inspection Manuals.

6 Any individual presenting a vehicle for an MOT test has the right to observe the test in safety from the approved viewing area(s).

3.6 Cessation for Disciplinary Reasons

1 DVSA, on behalf of the Secretary of State, has the discretionary power to take disciplinary action against an AE, including cessation of the authorisation. Failure to adhere to the Requirements of Authorisation may result in disciplinary action against the AE and/or the Tester.

2 When the AE is a sole trader the responsibility for taking action to ensure that the authorisation is operated in accordance with the Secretary of State’s requirements and the penalties for failure to do so falls on that person. With partnerships and companies, however, individuals must ensure correct operation of testing. The responsibility therefore falls not only on the company or partnership but also on the following individuals:

   a. in the case of a company, all the officers of the company and any other person 'duly authorised' by the company to sign applications and other similar documents relating to the authorisation;

   b. in the case of a partnership, each partner and any other person 'duly authorised' by the partnership to sign applications and other similar documents relating to the authorisation.
3. Where the authorisation of the AE operating at a particular site has been ceased, for disciplinary reasons as above, anyone wishing to apply for authorisation at that site must be able to show that they are sufficiently independent from the former AE, partners or officers of the company. The maximum acceptable involvement of the former AE is as a landlord. The former AE shall not be involved in any way with the management or responsibility of any authorisation. However, they may continue as a tester if their nomination has not been ceased. In particular, because of the matrimonial relationship and property rights, it is improbable that the spouse of the former AE, partner or officer of a company would be considered sufficiently independent.

3.7 Changes to Businesses

1. DVSA must be told within 7 working days about any significant changes to the control or operation of the business. Failure to notify such changes within this period may be treated as a shortcoming under Section I. For further information on changes to business please refer to Section B3.

2. A company that continues to operate under the same registration and company number may continue testing provided that any changes to the officers of the company or change in the relationship to any parent company have been notified to DVSA in writing.

3. It is possible for the AEDM, or other appropriate roles, to update some authorisation details directly, (e.g. telephone and fax numbers, email and correspondence addresses) via the MOT Testing Service. Any other details must be notified to DVSA in writing.

4. The AE can cease the nomination of a Tester. In the case of a multi-site AE, this cessation may be from all sites, a selection of sites, or a single site. A cessation by one AE or DC does not affect any current or future nominations by other AEs. DVSA must be notified by recording the change of details on the MOT Testing Service.

4. How to apply to become an AE

   4.1 Application

   4.2 Supporting Evidence
4.1 Application

An AE (DC) is the legal business entity that operates and manages one or more VTSs and is responsible for controlling the quality of testing carried out.

With the exception of a Sole Trader the AE (DC) is not a person but the legal entity, for example a partnership, a company or local authority.

1 All applications must be made on an Application for MOT Authorisation Form (VT01). All relevant sections should be completed and the form returned to DVSA along with the relevant enclosures.

2 Those applying should not submit their application until confident that they will fully meet all the requirements as set out, further detail of the requirements are contained within the Motor Vehicle (Tests) Regulations as amended, The MOT Testing Guide (6th Edition) and other sections of the Applications Pack (as appropriate).

Note: Your failure to supply the required documents applicable to your application may lead to your application being delayed or refused.

4.2 Supporting Evidence

1 Personal Verification Checks and Declaration of Non-Conviction

You must provide a declaration of non-conviction supported by a basic Disclosure and Barring (DBS) certificate for each person proposed to be involved within the Authorisation this includes all company directors, partners, or sole traders and the AEDM.

The declaration of non-conviction must be signed along with the DBS check details sections completed or copy of certificate attached.

A basic DBS check verifies an applicant’s identity based on the evidence provided and can confirm they are free from any unspent convictions.

Note: For more information on applying for a basic DBS check please visit https://www.gov.uk/request-copy-criminal-record

A ‘criminal conviction’ is a judgement made by a court that a person or company is guilty of any offence. The penalty imposed may range from an absolute discharge through to imprisonment. This does not include ‘fixed penalty’ offences. You must inform DVSA, in writing immediately of any convictions, as defined in Appendix 7 Convictions and Repute, that occur between the date of application and authorisation of that application, and there on after.

Note: If following approval, it is brought to DVSA’s attention there are any unspent convictions that have not been disclosed, this may result in the cessation of authorisation to carry out statutory testing. Cessation may occur even though the conviction would no longer be considered but would have led to refusal on the initial VT01 application.

2 Declaration of Non Conviction

In the case of a company you must provide a Declaration of non-conviction for the company. A ‘criminal conviction’ is a judgement made by a court that a person or company is guilty of any offence. The penalty imposed may range from an absolute discharge through to imprisonment. You must inform DVSA, in writing immediately of any convictions, as defined in Appendix 7 Convictions and Repute, that occur between the date of application and authorisation of that application, and there on after.

Note: If following approval, it is brought to DVSA’s attention there are any unspent convictions that have not been disclosed, this may result in the cessation of authorisation to carry out statutory
testing. Cessation may occur even though the conviction would no longer be considered but would have led to refusal on the initial VT01 application.

3 Partnership Agreement
A copy of the partnership agreement signed by all partners must be provided.

4 Companies Act 2006
If the applicant is subject to the Companies Act 2006 you will need to demonstrate the following information:
- the corporate name; or
- the name of each partner; or
- the individual person's name; and
- in relation to each person named, an address at which documents can be served.

in all:
- the places where you carry on your business and where you deal with customers or suppliers;
- business letters;
- written orders for the supply of goods or services;
- invoices and receipts;
- written demands for the payment of business debts.

Note: For more information on the requirements of the Act, please visit the Companies House website at http://www.companieshouse.gov.uk

5 The company number of the business to provide access to the Companies House record of Appointments that confirms that all the listed applicants are known to Companies House

6 Trained AEDM
Every new AE is required to have at least one person, the AEDM, who has achieved a Level 3 Award in MOT Test Centre Management which covers testing responsibilities, administrative arrangements, disciplinary and appeal processes. See section 7.2 for further information.

7 Bankrupt or Sequestrated
A person that is adjudged bankrupt or, in Scotland, has his estate sequestrated is not eligible to apply whilst this status remains. For applicants that have been subject to this order, within five years of the application date, DVSA require either a copy of the Certificate of Discharge or an independent declaration to confirm that you are no longer under these restrictions.

5. Receipt of Application by DVSA
5.1 Approval in Principle (AIP) given
5.2 Delays in authorisation
5.3 Authorisation Granted
5.4 Intent to refuse the Authorisation or the Designation

1 If the information supplied in the application form and enclosures is satisfactory, DVSA will progress the application. Where the application form or enclosures are incomplete, they will be returned to the applicant with details of the additional information required.

2 After reviewing the application and following appropriate enquiries and possible inspections the applicant will be informed in writing of the outcome of DVSA's considerations, which will have one of the following results;
   a. Approval in Principle (AIP) given;
b. Authorisation/Designation granted;

c. Intention to Refuse notified.

5.1 Approval in Principle (AIP) given

1 Where the requirements for authorisation/designation are not met but with reasonable changes they can be met, the applicant will be given written Approval in Principle (AIP). This will list items to be complied with before authorisation/designation is granted, and will include a time limit after which the AIP will expire. Final approval will only be given when all the required changes (or agreed alternatives) have been made.

2 Where the applicant is not prepared to comply with an item, or items, listed they must notify DVSA as soon as is possible, and before the expiry date of the AIP. The application will then be dealt with as in 5.4 below.

5.2 Delays to Authorisation

1 To reduce the number of dormant applications, all applications will be reviewed periodically. A letter will be sent by recorded delivery, seeking evidence of good intent (which could be a letter confirming the application is proceeding). This review will be carried out during the 6th month after receipt of the application and a 1 month period given for the reply. If no reply is received or the reply is such that the terms of the initial AIP are no longer valid, then the original application will be terminated without further notice.

5.3 Authorisation Granted

1 When DVSA is satisfied that:

   a. the Requirements for Authorisation have been met;

   b. the AE or an appropriate person within the partnership or company has attended the MOT Managers Course;

   c. Prospective Testers have satisfied DVSA that they can be included on the list of Testers;

   d. a quality management system (if applicable) has been agreed.

   e. Authorisation will be granted or, in the case of a council’s application, Designation will be recommended. This will always have a standard set of conditions but may be subject to additional conditions specified in the Authorisation/Designation letter.

2 It is emphasised that responsibility for ensuring that premises and equipment comply with other relevant Acts, Regulations, Bylaws, Health and Safety at Work requirements, etc., rests with the applicant.

3 DVSA publishes information on gov.uk about authorised VTSs. This includes your trading name, address and phone number to assist the public in finding a VTS in their area.

   DVSA will provide information when requested under the Freedom of Information Act. Personal information will not be included in these requests.

   Information regarding an Authorised Examiner, VTS or its staff may also be supplied in response to a request from other enforcement agencies, for example the Police and HM Revenue and Customs.

5.4 Intent to refuse the Authorisation or the Designation

1 Where the Secretary of State is minded to refuse the application for authorisation, DVSA will notify the applicant in writing, detailing the reason(s) why the application may be refused.

2 The intention to refuse may be sent to the applicant at any stage during the application process when it becomes apparent that the application does not or is unlikely in the foreseeable future to meet the
The MOT Testing Guide

Requirements for Authorisation

criteria.

3 The applicant may appeal against the intention to refuse to Authorise or Designate. Any appeal must be made in writing to the DVSA Office that issued the notice and be received within 14 days from the date of the notification of the intention. An informal hearing may be requested in accordance with the Informal Hearing Notes for Guidance and Code of Practice issued with the notice.

4 If at the end of this appeal period no such appeal has been received DVSA will write to the applicant confirming the refusal to Authorise.

Note: If an application is from an entity or involves individuals that have been subject to cessation for disciplinary reasons, that application will not normally be considered until shortly before the cessation period expires. As such there can be no “intent to refuse” until the cessation period has expired.

5 If at any time in the application process the applicant considers he cannot, or refuses to, meet the conditions he may give written notice to this effect to DVSA. On receipt of the applicant’s letter DVSA will confirm intent to refuse authorisation.

6. Additional Requirements before a Site is Authorised to Test

6.1 MOT Testing Guide and Inspection Manuals
6.2 Evidence of Sole Use
6.3 Test Appointments
6.4 Testers
6.5 Quality Management
6.6 IT Equipment

DVSA will accept an application to become an AE without a link to a Tester or an approved VTS, however before final authorisation to test is granted an AE must demonstrate compliance with these requirements. The following additional requirements are required to be in place at each site to be approved.

6.1 MOT Testing Guide and Inspection Manuals

1 On line access to the MOT Testing Guide (6th Edition) and the relevant Inspection Manuals for all the classes of vehicle for which authorisation to test is available.

6.2 Evidence of Exclusive Use

1 Evidence that the applicant has the sole use of the proposed MOT facility, including the test bay and reception area/office.

This evidence should be provided as a solicitor’s letter, supplied on headed paper, which specifically confirms ownership of the premises or lease or rental agreement. The statement must confirm:

- The applicant has the legal right to operate within the premises.
- Either that the applicant is the owner of the land or that an enforceable lease is in place between the applicant and the owner of the land.
- The applicant has exclusive use of the premises for MOT testing, including the test bay, test facilities, office, security equipment, waiting, viewing, and reception areas.
If required DVSA may request that the applicant supplies the documents listed as follows:

a. If the applicant is the site owner:

Copies of documents from the land registry, confirming that the applicant is the registered owner of the land. If a land registry entry is not available alternative proof of ownership must be accompanied by a written explanation from a solicitor.

b. If the applicant is not the site owner:

Evidence that the applicant has the right of exclusive use of the premises, in the form of a lease, rental agreement or licence. The following needs to be included in the document:

i. the rent to be paid for the premises;

ii. **specific mention** that the prospective AE has exclusive use of the premises and facilities necessary for MOT testing.

iii. evidence that the person or body granting the lease (the lessor) owns the site, or that the lessor's lease for the premises allows sub-letting or assignment of all or part of the lease to someone else;

iv. written confirmation from a solicitor that the lease is a proper and enforceable legal document.

**Note:** Irrespective of whether the applicant is the site owner or not, an applicant may provide written confirmation from a solicitor that a proper and enforceable lease is in place, in lieu of the document. This may, at DVSA discretion, allow a time limited approval of authorisation until suitable documents are provided. Failure to provide these documents by the time specified by DVSA will result in a suspension of authorisation until the requirements have been fulfilled.

### 6.3 Test Appointments

1. Arrangements for making MOT test appointments by telephone and by personal visit.

**AEs must** offer an appointment to test any vehicle of a class within their authorisation and that can be safely accommodated on their MOT equipment at the earliest practicable date and time bearing in mind their existing MOT workload.

### 6.4 Testers

1. The AE has identified at least one Tester or prospective Tester and they have satisfied DVSA that they can be included on the list of Testers.

### 6.5 Quality Management

**Managing Quality**

1. AEs are responsible for the quality of testing within their garage or garages.

2. Others – most notably testers also have a responsibility upon them associated with this, but it is for AEs to ensure there are adequate systems for the management of the quality of testing at their garage or garages.

3. To that end AEs must ensure an adequate system of Quality Management at each of their VTSs. Such a system will need to be tailored to meet the individual circumstances of the VTS or VTSs (such as number of VTSs, volume of test, numbers of testers, experience of staff) – but in all cases its objective must be the same; to best ensure that MOT testing is conducted to consistently high standards.

4. In operating systems – AEs should always remember that sometimes things will go wrong. A successful quality management system is one that identifies things going wrong in a
timely way – and helps the AE put things right. A quality regime that never identifies things going wrong is unlikely to be working effectively. Where things are found to be going wrong, then it is key to record this and show what has been done to prevent reoccurrence.

5. Going forward, much of DVSA’s focus in identifying how well garages are managing quality will come from reviewing their quality management system. This will mean that it is necessary to document the system and how it operates. This need not be an onerous task – and, again, needs to be proportionate to the size and complexity of the AE’s operation.

6. The overall quality management system should always include the following elements.
   a. People
   b. Training
   c. Procedures
   d. Equipment
   e. Assurance
   f. Improvement
   g. The following sections describe the requirements for these in a little more detail.

7. **People**
   This should include policies for recruiting staff, probation criteria and policies around what you will do when there are quality failings. This will also include information about Site Managers where they are used. Where AEs do have a responsibility across sites there would be an expectation that Site Managers are suitable individuals with suitable training to do their job.

8. **Training**
   This will include what checks you will do to make sure that all of your staff have the necessary training – both mandated training from DVSA, but also any other training they need to safely work in your garage. It may include a link to your people policy – so that there is clarity on what you expect from your staff in terms of their own personal development. It would be expected that such a system should be designed to ensure that all staff conducting MOTs have followed the in year training and passed the assessment.

9. **Procedures**
   You need to ensure that your staff know how MOTs operate in your VTSs – what documents to use, how to access information such as manuals, how bookings are operated etc.

10. **Equipment.**
    This needs to ensure that all relevant staff understand how to ensure equipment upkeep and calibration, that process is clear and there are clear procedures for dealing with any equipment failures.

11. **Assurance**
    This will include the checks you do to make sure that all of your staff have the necessary training – both mandated training from DVSA, and also any other training they need to be able to understand and implement changes to tester’s manuals, test standards and test results entry. Also any training they require to safely work in your garage. It may include a link to your people policy – so that there is clarity on what you expect from your staff in terms of their own personal development. It would be expected that such a system should
be designed to ensure that all staff conducting MOT testing have followed the in year training requirement and have passed the annual assessment.

A procedure needs to be in place to check that at least a sample of MOTs are checked to ensure that the correct routines and procedures are followed and that the correct standards are applied.

a. An AE may consider implementing an assurance approach which could include a third party or Trade representative. Any third party should cover aspects relating to MOT test standards and the administrative management of the MOT business. Alternative approaches could be to nominate an experienced and well regarded tester to conduct the assurance checks, to rotate the responsibility across the team or to partner with neighbouring garages. It would be expected that all those carrying out assurance checks should be trained as MOT testers. The key factor in whatever approach is to ensure that all testers have a proportion of tests rechecked by someone who is independent of that tester – so they can have some degree of objectivity.

b. The frequency of checks may typically be expected to be 1 per tester every 2 months. However, this is based on the average garage throughput of 2-3 tests per day for experienced testers – so should be varied to reflect the volume of tests done or any other special circumstances – such as the experience of testers. For example if a tester is inexperienced or doing twice the average of 2-3 tests per day you should consider increasing the checks to once a month.

c. Where a VTS has one Tester it is expected that the AE should also have in place a suitable means of assuring the quality of testing. This could include using a 3rd party assessor, a reciprocal arrangement with a local VTS. Where this is not possible other methods should be used to ensure the quality of testing e.g. the use of test quality reports to check the testers own performance against the national statistics, noting reasons for differences and any action taken if appropriate.

d. The assurance processes in place should be subject to regular review, this will enable an AE to monitor the effectiveness and if necessary make changes where required.

e. Assurance checks should include the operation of the VTS and the test quality of the MOT tests carried out by the Testers at the VTS.

f. Whoever is conducting the quality assurance check:
   i. Closely watch all parts of the test as they are carried out.
      Or
   ii. Closely observe the testing process and conduct a full re-examination of the vehicle to check standards application.

g. Once the Tester has completed the test, which will be the subject of a QC check any difference in the test result, test standards or observed defects must be discussed and resolved prior to confirmation of the test result on the MOT Testing Service.

h. The result of the assurance check must be recorded – including any agreed action. That agreed action could be additional training, a garage development session or any other appropriate action. The key thing here is to show that corrective action is taken.

i. Where unusually high numbers of failings are found – then it would be expected that the frequency of checks is increased until such time as it is evidenced that the problem has now been solved.

12. Improvement

Overall the system needs to demonstrate that things are fixed when they are found wanting. A good quality system will find problems, and record their resolution – so there is a culture of learning and improving.
6.6 Access to MTS

1 MOT Testing Service IT and Associated Equipment
Authorised Examiners are responsible for the supply and maintenance of all IT equipment and internet connection used for MOT testing purposes.

2 Hardware requirements
PC, iMac and laptops
The MOT Testing Service is designed to run on most recent Windows and Mac OS computers and Laptops with:

- a 1GHz processor
- 512 MB system memory
- 20GB hard drive space
- 1024 x 768 screen resolution or above
- a network cable socket (RJ45) or Wi-Fi

Tablets
MOT Testing Service is designed to run on any tablet with screen sizes of 9 inches and above (measured diagonally across the screen).

Internet connection requirements
MOT Testing Service works on internet connections of 0.5Mbps (512 Kbps) and above.
The internet connection may be via fixed line, 3G, 4G or satellite.

3 Browser requirements
A suitable ‘browser’ is required to view MOT Testing Service website. These include:

- Chrome (latest version) – supplied by Google and can be used on either Windows or MacOS
- Firefox (latest version) – supplied by Mozilla and can be used on either Windows or MacOS
- Internet Explorer 9 (IE9) and above (IE10 and IE11) – supplied by Microsoft with its latest IT equipment
- Safari 7 – supplied by Apple with its latest IT equipment

4 Printer requirements
An A4 black and white printer is required to print MOT certificates and other documents from the MOT Testing Service.
All printer consumables are provided by the AE/VTS (plain white paper and toner or ink etc)

5 MOT Security Card
An MOT security card is issued to all users who have a Trade role within MOT Testing Service. The card generates a 6-digit number that will need to be entered every time the user signs into MOT Testing Service.
The roles that require a card are:
- Tester
The MOT Testing Guide

Requirements for Authorisation

- Site manager
- Site administrator
- Authorised examiner designated manager
- Authorised examiner delegate

A user is able to order a security card via the MOT Testing Service once they have been assigned a role.

On receipt of the card it must be activated by the user. The user will then be able to access the functions to carry out the activities related to their role.

Replacement security cards are ordered via the MOT Testing Service and are posted to the users VTS or home address. Replacement cards are normally replaced free of charge.

MOT Testing Service can still be used while waiting for the replacement card by using user security questions.
7 Mandatory Roles and Training

7.1 Authorised Examiner Principal (AEP)
7.2 Authorised Examiner Designated Manager (AEDM)
7.3 Tester
7.4 Site Manager (SM)
7.5 Quality Controller (QC)
7.6 Security Cards

Introduction

1 For an AE to be authorised and a site to start testing, MOT specific roles must be appointed to individuals. These identify the individuals’ responsibilities with regard to the MOT Service and where applicable, allow them appropriate access to the MOT Testing Service. Not all mandatory roles require access to the MOT Testing Service.

2 The following mandatory roles are required for the authorisation of a site to test;
   - Authorised Examiner Principal (AEP);
   - Authorised Examiner Designated Manager (AEDM);
   - Tester;
   - Site Manager (SM);
   - Quality Control (QC).

3 Depending on the size and make up of a business an individual can hold one or multiple roles. The role of AEDM will be appointed by DVSA from the information supplied in the AE’s application, the remaining roles must be appointed by the AEDM.

4 There are additional non mandatory roles, giving varying levels of access to the MOT Testing Service, which AEs may find useful to aid with the running of their business.

7.1 Authorised Examiner Principal (AEP)

Authorised Examiner Principals (AEPs) are legally responsible for the entity. Every partner in a partnership; every director in a company or the Sole Trader in person must complete and submit separate AEP personal details using a VT01.

7.2 Authorised Examiner Designated Manager (AEDM)

1 Every new AE is required to have an AEDM, who has attended a DVSA approved MOT Managers course which covers testing responsibilities, administrative arrangements, disciplinary and appeal processes. The course is designed to help the AEDM to fully understand the role within the MOT Service.

2 However, the AEDM training requirement does not apply if, when the application was received, the same applicant (i.e. legal entity) was an AE and authorised before April 1st 1995.

3 Who to Train
   a. If the application to become an AE is from an individual he must take on the AEDM role and successfully attended a Level 3 Award in MOT Test Centre Management or have attended the previously named MOT Managers’ Course or Authorised Examiners’ course.
   b. If the application is from a partnership, the partner who will exercise the most direct control over all MOT testing operations must be the one to perform the AEDM role and successfully achieved a Level 3 Award in MOT Test Centre Management or have attended the previously named MOT Managers’ Course or Authorised Examiners’ course.
   c. If the application is from a company, the director or an officer of the company having direct responsibility for all MOT testing operations at all sites, must be the one to perform the AEDM role. This person must have successfully attended a Level 3 Award in MOT Test Centre Management or have attended the previously named MOT Managers’ Course or...
Authorised Examiners’ course.

d. If the application is from a Designated Council, then a senior council officer having direct responsibility for all MOT testing operations must be the one to perform this role and attend have successfully attended a Level 3 Award in MOT Test Centre Management or have attended the previously named MOT Managers’ Course or Authorised Examiners’ course.

e. In the case of large organisations with multiple sites the AE may nominate the senior manager who has direct responsibility for all MOT testing operations at all sites, to perform the AEDM role. This person must have successfully attended a Level 3 Award in MOT Test Centre Management or have attended the previously named MOT Managers’ Course or Authorised Examiners’ course.

4 Timing of Training

Normally, training must be completed before the authorisation can be granted. In cases where a new authorisation becomes necessary only because a business undergoes one of the changes indicated below, the authorisation can be granted before training has taken place, provided that a suitable person is trained within 35 working days of the change. Failure to complete the necessary training within the specified period will result in cessation. These changes are:

a. A sole trader takes on a partner or forms a company of which he is a director;
b. A partnership splits up but an untrained partner continues the business as a sole trader;
c. A partnership splits up but one untrained partner continues in a new partnership or as a director of a company; the same would apply if more than one of the untrained partners stayed with the new partnership or company;
d. A partnership that had originally applied for authorisation before 1 April 1995, and therefore did not need to have a trained person, is reconstituted by the addition or departure of one partner or more and therefore is now required to have a trained person in the partnership;
e. A receiver or manager ‘of the body's undertaking’ (see later) is appointed for a company;
f. If a company is wound-up or ceases to manage the VTS but the business continues:
i. Under another company with at least one director or officer of the former company;
ii. As a partnership including at least one director or officer of the former company;

or

iii. With one of the directors or officers of the former company as a sole trader.

5 Validity of Training

With two exceptions the training is valid indefinitely. The exceptions are:

a. When an AE has been subject to cessation for disciplinary reasons, the AEDM for that AE may be required to attend a further course before again being acceptable as a trained person. If the AEDM is judged to have been directly involved in the incident leading to cessation then retraining will be mandatory. In such cases retraining will normally be permitted only when the AE is eligible for re-authorisation.
b. When an AE is given a Formal Warning under DVSA’s disciplinary procedures, the AEDM for that AE may be required to achieve a Level 3 Award in MOT Test Centre Management within
35 working days of the date that the AE is notified of the disciplinary action.

6 **Applications for Training**

A Level 3 Award in MOT Test Centre Management course is booked with a training provider. There is a charge for the course, which varies and is set by the individual course provider.

7.3 **Tester**

Every new AE is required to have at least one person, the Tester, who has achieved a Level 2 Award in MOT Testing or previous equivalent DVSA MOT Testers course, before authorisation to test is granted.

7.4 **Site Manager (SM)**

This is the role responsible for the day to day running of one or more VTSs. The SM can carry out VTS management, and non-testing functions e.g. assign users within a VTS. Normally there will be only one SM per VTS, however, in some cases there may be a requirement to have more than one SM listed against a VTS.

Many smaller single site AEs, may well choose to assign the SM role to the AEDM, larger single site businesses may allocate it to another manager or supervisor. The decision on how many SM roles are needed and to whom they are given is left to the AEDM based on how the business is run.

7.5 **Quality Control (QC)**

An AE must implement an adequate system of quality management. A QC may be designated from the list of testers at the site or use a Third Party. A QC must hold a Level 2 qualification in MOT Testing or equivalent for the appropriate class and comply with the requirements for annual training and assessments. A QC may hold other MOT roles as well.

7.6 **MOT Security Cards**

All Trade users of the MOT Testing Service will require an MOT Security Card. Individuals must order and activate their MOT security cards before they can access the MOT testing database. Card holders must not write their user ID, password or answers to their security questions on the card.
The MOT Testing Guide
Requirements for Authorisation

D2 Common to All Classes

The Driver and Vehicle Standards Agency, on behalf of the Secretary of State appoints Authorised Examiners and Designated Councils to carry out inspections known generally as MOT tests. This document sets out the application procedure and requirements that must be met.

**IMPORTANT:**

THIS DOCUMENT SHOULD BE READ IN CONJUNCTION WITH THE REQUIREMENTS FOR AUTHORISATION FOR A VEHICLE TEST STATION (COMMON TO ALL CLASSES) AND REQUIREMENTS FOR AUTHORISATION FOR AUTHOURISED EXAMINERS.

**WARNING:**

Applicants are advised not to proceed with alterations to buildings or purchase of equipment, etc, before receiving written approval in principle from the Driver and Vehicle Standards Agency.

Contents:

1. **Introduction.**
2. **How to Apply.**
3. **Application Enclosures.**
4. **Requirements for premises.**
5. **Equipment Requirements.**
6. **MOT Testing Signs and Notices.**
7. **Acceptable Variations to Layout and Equipment.**

1. **Introduction.**

1.1 This section details the requirements for those applying to have a site approved as a VTS or seeking approval for changes to an existing VTS. It covers:

- How to Apply
- Application Enclosures
- Requirements for Premises
- Equipment Requirements
- MOT Testing Signs and Notices
- Acceptable Variations to Layout and Equipment
2. **How to Apply.**

2.1 Applications must be made on the current Application for MOT Authorisation Form (VT01). All relevant sections should be completed and the signed form returned to DVSA along with any requested enclosures as outlined in this section. Where possible application enclosures e.g. plans and drawings, should be supplied in a digital format.

2.2 Those applying should not submit their application until confident that it will fully meet all the requirements. Approval to test will only be granted to applicants who also meet the requirements to be an Authorised Examiner or are already authorised.

2.3 The requirements in this section should be read in conjunction with the Class Specific Requirements (for classes approval is sought) and the List of Acceptable Equipment.

**Note:** If the applicant proposes to carry out building alterations or obtain new equipment, it is recommended that this is **not** done before DVSA has given approval in principle to the application.

3. **Application Enclosures.**

3.1 Applications for a new site to be approved for testing or alterations to existing sites will need to be supported by the following evidence;

a) site plan showing the buildings, the location of the testing bay, the access from and to the public highway and the location of the MOT notice board

b) a fully dimensioned drawing of the proposed testing bay, or bays, showing adjacent equipment and parts of the building, the location of the test equipment, the position and dimensions of the entrances and exits, and the area from which the test may be observed

c) planning permission (or an exemption), or written confirmation from the Local Authority or from a solicitor that the existing approval covers MOT testing or garage services and vehicle repair.

**Note:** The plan and drawings must show that the site will meet the requirements outlined in this section and the requirements for the class(es) approval to test is sought.

4. **Requirements for premises**

For a site to be considered for approval it must provide the following:

4.1 Premises with:

a) test facilities housed in a weatherproof building capable of being totally enclosed and provide a satisfactory working area

   **Note:** not mandatory for Roller Brake Test or Headlamp Aim standing area on Class 3,4,5,7 authorisations.

b) equipment laid out so that testing can be performed effectively. The equipment should be laid out and located so that other garage activities will not affect the proper
conduct of the test

c) unobstructed, safe and easy access from the site entrance to the building entrance
d) adequate off road parking
e) a clearly identified weatherproof public waiting room or area from which the whole test can be directly observed without interruption, except for road testing (room for 2 seated people is considered sufficient)

- mirror or camera relayed images may be acceptable if all parts of the test can be clearly observed as it would from an enclosed viewing area with window. Consideration should be given to the quality of image produced by the equipment used including during variable light conditions. The use of recording equipment (CCTV) is unacceptable
- the observation room or area should be identified by a notice and floor markings if applicable. There should also be a notice in reception indicating the presence of a viewing area.

4.2 A test bay with:

a) clear unobstructed access and egress from the entrance of the building
b) vehicle entrances and exits that conform to the dimensions applicable to the class(es) for which authorisation is sought
c) a width which conforms to the dimensions applicable to the classes which authorisation is sought. Minor intrusions such as wall piers may encroach on these dimensions provided vehicle testing is not impeded

**Minor intrusion**: means any part of the building structure or other fixtures which come within the minimum bay outline.

- they must be so positioned that vehicle movement and the recommended method of inspection are not impeded
- items of equipment other than the brake tester console and a desk surface for MOT purposes are not normally permitted
d) headroom which conforms to the dimensions applicable to the class(es) for which authorisation is sought
e) adequate general illumination. There must be sufficient artificial lighting to enable testing to be carried out without difficulty.

4.3 A layout:

a) which conforms to the requirements of the class for which authorisation is sought
b) with at least 600mm clearance between the outer edges of equipment in adjacent
bays on side by side layouts

c) with at least 600mm clearance around all parts of a lift, including control boxes
d) with a clearance of at least 1.0m forwards of the non drive on end and 1.5m to the rear of the drive on end of a lift or pit to any entrance/exit door or wall.

MOT Testing Distraction or Disruption.

There is an increased likelihood of distraction and disruption to MOT tests when bays are not separated by walls, etc. from other activities on the premises.

New applicants should be aware that where DVSA considers there may be a risk of testing distraction or disruption, they may be asked to clearly paint the outline of the boundaries of the test bays in 'open plan' workshops/premises

- test bays must then be kept clear of all non-MOT testing activities and equipment when testing is in progress

- existing testing stations that make alterations increasing the likelihood of testing distraction or disruption may be required to comply with the above paragraphs.

5. Equipment Requirements.

5.1 Major Equipment:

a) a means of allowing the underside of vehicles to be properly examined without obstruction or hindrance; (fitted with steering and suspension play detectors on the DVSA List of Acceptable Equipment if an Automated Test Lane (ATL) or One Person Test Lanes (OPTL installation)

b) a testing station may be permitted to have more than one underside inspection facility which share the same brake tester, headlamp testing area and emissions equipment providing

i) the underside facilities are located so that testing can be carried out effectively

ii) the additional underside facility meets the requirements for the class(es) tested and does not adversely affect the standard of the test

iii) if the additional underside facility is used as a headlamp standing area then it must have a dedicated headlamp aim tester unless the rails are continuous
requirements for authorisation

5.2 A headlamp aim testing facility.

5.3 Brake testing equipment.

5.4 Emissions testing equipment. (excluding motor bicycles)

5.5 All testing equipment must be kept in good working order. Measuring apparatus must be calibrated in accordance with DVSA’s requirements. If an item of mandatory test equipment is not re-calibrated by its due date then testing which uses that item will be prevented until the item is re-calibrated.

5.6 Miscellaneous equipment:

a) a tyre tread depth gauge selected from DVSA’s latest List of Acceptable Equipment
b) corrosion assessment tool
c) suitable pinch bars, long and short (N/A classes 1 & 2)
d) a steel tape measure (min extended length 1.0m)
e) suitable wheel chocks for the class(es) of vehicle to be tested (not applicable classes 1 & 2)
f) brake pedal application device from the DVSA List of Acceptable Equipment (only mandatory for ATL & OPTL installations)
g) suitably positioned mirrors or colour camera system for lighting checks (only mandatory for ATL & OPTL installations)
h) a suitable hand held low voltage inspection lamp.
i) a 13 Pin Trailer Socket Test Tool from the DVSA approved equipment list. (not applicable to Class 1 & 2)
j) A proprietary leak detection spray which meets BS EN 14291:2004. (not applicable to Class 1 & 2)

6. **MOT Testing Signs and Notices.**

6.1 The three triangles MOT sign detailed in ‘The Traffic Signs Regulations and General Directions 2016, Schedule 11, diagram 864’) must be displayed in a prominent position, no part higher than 4.5m from the ground and no more than one sign on each road frontage.

6.2 The business trading name as described within either the Companies or the Business Names Acts is displayed conspicuous and legibly.

6.3 An MOT notice board with a protective transparent covering so positioned that DVSA notices can easily be read by anyone submitting vehicles for test. The board must be of sufficient
size to accommodate at least one A3 Fees poster (Landscape) and one certificate of authorisation (Portrait)

7. **Acceptable Variations to Layout and Equipment.**

7.1 Provided there is no change in the class of vehicles tested, particular variations will be allowed for Authorised Examiners and applicants as shown below.

a) Existing Authorised Examiners moving their test bay or equipment within their present building(s).

i. the test bay and equipment layout of these existing Authorised Examiners will be considered suitable if they meet the requirements as laid down in section 3 to 5 above, except where it would be impossible to do so without major structural alteration, such as significant work to the roof, floor or load-bearing walls.

ii. test equipment requirements will be considered met if the existing Authorised Examiner retains his current equipment. If new equipment is obtained, it must meet the current relevant requirements.

b) New applicants or existing Authorised Examiners moving into previously authorised premises using an existing test bay. Provided a full test has been carried out and a test certificate is issued by a Tester at the site within the previous 12 months.

i. the test bay and equipment layout of new applicants moving into previously authorised premises will be considered suitable if they meet the Requirements for Authorisation (previously Conditions of Appointment) that were current when the site was last accepted. Occasionally, certain updates will have to be complied with i.e. test equipment, tools etc. Advice should be sought from DVSA at the initial inspection – see note below.

iii. test equipment requirements will be considered met if the equipment last used for MOT testing is retained, provided that it is still in full working order. However, any changes to required equipment that would have been necessary had the premises been in continuous testing must also be complied with. e.g. as per note below.

**Note:** **MOT connected equipment** as specified on DVSA’s latest list of acceptable equipment must be used when:

- applying to open a new MOT centre
- reopen a closed MOT centre (this applies regardless of how long its been closed)
- a MOT centre changes from one authorised examiner to another
- replacing previously authorised equipment
- adding an extra test lane

The Salter type brake meter (pull along brake tester) is not acceptable for new or re-authorisations.
Authorised Examiners and new applicants in remote rural areas

7.2 The premises, equipment layout and equipment of Authorised Examiners and new applicants in remote rural areas will be considered suitable if the requirements are met in DVSA’s view as far as is reasonably possible.

To be considered for remote rural area status:

a) the premises must be 15 miles or more by road from a testing station that meets the specification as laid down in Section 3 to 5 or as varied by 7.1

b) not more than 350 tests per year are likely to be carried out.

Equipment Awaiting Approval

7.3 Brake and headlamp test equipment will normally be selected from DVSA’s latest List of Acceptable Equipment:

a) all applicants that wish to use any equipment not on DVSA’s List of Acceptable Equipment will be referred to DVSA Headquarters

b) exceptionally, where a manufacturer has sought acceptance of his equipment but DVSA has not assessed its suitability, applicants may use equipment not on the List of Acceptable Equipment, provided the application is supported by

i. a certificate signed by the manufacturer, or recognised agent in the case of imported equipment, that it meets the performance specification and is correctly installed

ii. an undertaking signed by the applicant that he will cease testing until the equipment is replaced or modified if subsequently DVSA decides that it does not meet its specification or it is not correctly installed. (Normally this would be three months).
D3 Class 1 and 2 Vehicles

INSTALLATION AND EQUIPMENT REQUIREMENTS
November 2009

The Driver and Vehicle Standards Agency, on behalf of the Secretary of State appoints Authorised Examiners and Designated Councils to carry out inspections known generally as MOT tests. This document sets out the additional requirements that must be met for testing Class 1 and 2 vehicles.

IMPORTANT: THIS DOCUMENT SHOULD BE READ IN CONJUNCTION WITH THE REQUIREMENTS FOR AUTHORISATION FOR A VEHICLE TEST STATION (COMMON TO ALL CLASSES) AND REQUIREMENTS FOR AUTHORISATION FOR AUTHORISED EXAMINERS.

WARNING: Applicants are advised not to proceed with alterations to buildings or purchase of equipment, etc, before receiving written approval in principle from the Driver and Vehicle Standards Agency.

THE DIMENSIONS IN THIS SECTION ARE THE MINIMUM REQUIREMENTS FOR AUTHORISATION AS A VEHICLE TEST STATION FOR CLASS 1 AND 2 VEHICLES.

The dimensions of your test bay should take into account the requirements of your business. When considering the contents of this document you should be aware that the equipment and/or layout selected may affect the type of vehicle able to be tested.

Contents

1. Premises and Test Bay
2. General Inspection Area Equipment
3. Headlamp Aim Testing
4. Brake Testing
1. Premises and Test Bay.

1.1 Premises, test bays and equipment will be considered suitable if they meet the requirements laid out in "Requirements for Authorisation for Vehicle Testing Station (Common to all Classes)".

1.2 Test Bay

A test bay with:

a) an inspection area at least 3.2m wide x 3.7m long x 2.1m high, which must be substantially level and may include the brake test and/or headlamp aim standing area(s)

b) vehicle entrances and exits at least 2.3m wide and 2.0m high.

2. General Inspection Area Equipment.

2.1 Inspection area equipment will be considered suitable if the following are provided:

a) wheel alignment checking apparatus comprising two straight bars of at least 2.0m long or two strong cords of at least 2.5m long

b) sufficient jacks or stands so that motorcycles without centre stands can have each of their wheels raised clear of the floor independently

Note: The following optional equipment may also be provided:

c) a wheel supporting stand or bench capable of lifting the motorcycle to a comfortable working height

d) a positively located turning plate which allows the steering to be turned freely from lock to lock.


A headlamp aim testing facility will be considered suitable if the following is provided:

3.1 A rail mounted headlamp tester on DVSA’s latest List of Acceptable Equipment

Note: Headlamp aiming screens are no longer acceptable for new authorisations.

3.2 A headlamp tester installation with:

a) a designated clearly marked vehicle standing area at least 2.5m long, 2.0m wide, certified as flat and level to within ±6mm. The forward edge of the standing area should be positioned so that it is in line with the headlamp tester lens
b) rails certified as being flat and level to within ±2mm and parallel to the forward edge of the standing area. The rails must be straight and the headlamp tester must not have excessive rock

The certificate for 'a' and 'b' above must show height measurements from a level plane at all intersecting points on a 300mm (max) square grid covering the standing area and at points 300mm apart on the rails, which must be within the limits stated.

It must be signed by a competent person i.e. a surveyor, manufacturer’s representative or agent and include date, status, address of firm and VTS address. A copy must be provided to DVSA for placing on the garage file

c) equipment positioned to take account of the vertical and horizontal location of headlamps tested, the standing area and datum line(s)

d) clearance at the rear of the tester optical head to be at least 600mm

e) the standing area must be durably and clearly marked with a datum line (or lines) at the headlamp tester manufactures operational tolerance limits for positioning the vehicle headlamp in relation to the headlamp tester. A centre line on the standing area at right angles to the datum line is required.

3.3 Headlamp aim equipment operating instructions must be available.

3.4 Suitable arrangements for checking the alignment of the equipment with the standing area must be in place. These may consists of evidence provided by a competent outside agency or by the VTS using the manufacturer’s acceptable equipment. Provision must be made for checks to be carried out at no more than 6 monthly intervals and for records to be kept. It is acceptable if an alignment check is within the 6th calendar month in which the alignment was last checked.

4. Brake Testing

A brake testing facility will be considered suitable if the following are provided:

4.1 a calibrated decelerometer on DVSA's latest List of Acceptable Equipment as approved for Class 1 and 2 testing (mandatory for new authorisations)

4.2 either a calibrated roller or plate brake tester that is on DVSA’s latest List of Acceptable Equipment

4.3 Roller Brake Tester

A Roller Brake Tester (RBT) must be installed so that:

a) it is centrally positioned in an area of substantially level floor (which in good building practice is within ± 12mm of a level plane) at least 4.6m long and 1.2m wide

b) the console is positioned so that it can easily be read by the tester performing the test on the machine.
4.4 **Plate Brake Tester**

A Plate Brake Tester (PBT) must be installed so that:

a) it is centrally located in a substantially level area, at least 1.5m wide

b) there is an unobstructed area of substantially level floor at least 4m long in front of the measuring plate and a similar area at least 2m long behind it. The width of each area must not be less than that in (a) above and all of these areas must lie within the test bay

c) the measuring plate high friction surface to be flush with the floor.

4.5 **Weighing equipment**

Suitable calibrated weighing equipment must be available, which may be incorporated into the roller or plate brake tester (weight charts are not acceptable).

Separate weighing equipment will be considered suitable provided:

a) it is accurate to \( \pm 3\% \)

b) if weighing one wheel at a time, it must have a minimum capacity of 125kg for Class 1 testing or 250kg for Class 2 testing

c) if weighing the whole machine, it must have a minimum capacity of 250kg for Class 1 testing or 500kg for Class 2 testing.

4.6 **Additional brake testing requirements**

a) operating instructions must be available for the decelerometer and the roller/plate brake tester

b) suitable arrangements for re-calibration of the decelerometer, weighing equipment and either the roller brake or the plate brake tester (whichever is installed). Arrangements for checking calibration may consist of evidence provided either by a competent outside agency or by the VTS using the manufacturer's acceptable equipment.
D4 Class 3 and 4 vehicles

INSTALLATION AND EQUIPMENT REQUIREMENTS
November 2009

The Driver and Vehicle Standards Agency, on behalf of the Secretary of State appoints Authorised Examiners and Designated Councils to carry out inspections known generally as MOT tests. This document sets out the additional requirements that must be met for testing Class 3 and 4 vehicles.

IMPORTANT: THIS DOCUMENT SHOULD BE READ IN CONJUNCTION WITH THE REQUIREMENTS FOR AUTHORISATION FOR A VEHICLE TEST STATION (COMMON TO ALL CLASSES) AND REQUIREMENTS FOR AUTHOURISATION FOR AUTHORISED EXAMINERS.

WARNING: Applicants are advised not to proceed with alterations to buildings or purchase of equipment, etc, before receiving written approval in principle from the Driver and Vehicle Standards Agency.

THE DIMENSIONS IN THIS SECTION ARE THE MINIMUM REQUIREMENTS FOR AUTHORISATION AS A VEHICLE TEST STATION FOR CLASS 3 AND 4 VEHICLES.

The dimensions of your test bay should take into account the requirements of your business. When considering the contents of this document you should be aware that the equipment and/or layout selected may affect the type of vehicle able to be tested.

Contents

1. Premises, Test Bay and Equipment Layout.
2. Underside Inspection.
6. Class 3 Only Testing.
7. Dual Class premises. (Class 3 and 4)

Annex A Layout Drawings
1. **Premises, Test Bay and Equipment Layout.**

   The test bay and layout dimensions stated are the **minimum** requirements measured from the inside of walls and doors, as appropriate. If there is a capability to test longer wheel based vehicles i.e. if the lift will accommodate more than 3.35m wheelbase and the headlamp standing area is at the minimum requirements then the headlamp standing area dimensions will take precedence and a 3.35m wheelbase would be the longest which could be tested. If a longer dimension is required then all other dimensions must be proportional to this, i.e. headlight standing area must be increased proportionally.

   1.1 Premises, test bays and equipment will be considered suitable if they meet the requirements laid out in "Requirements for Authorisation for Vehicle Testing Station (Common to all Classes)".

   1.2 **Test Bay.**

   A test bay with:

   a) vehicle entrances and exits at least 2.4m high by 2.4m wide (for plate brake testers see brake testing section, Para 4.5d.)

   b) a width of at least 3.6m. On a side by side layout bay size may overlap providing a 600mm clearance/working space is provided between equipment

   c) headroom of at least 2.4m (except over a lift - see d)

   d) headroom over a lift of at least 3.8m measured from the platform surfaces when fully lowered

      (i) the headroom must extend 500mm further than the outer edges of the lift platforms

      (ii) extending 500mm to the front of the platforms non drive on end and 1m to the rear of the drive on end of the lift platforms.

   1.3 **Equipment Layout.**

   a) Example equipment layouts are shown at Annex A.

2. **Underside Inspection.**

   The designated means of inspecting the underside of vehicles will be considered suitable if either a lift or a pit meeting the following is provided:

   2.1 **Lift.**

   A wheel supporting platform lift

   a) platforms without upstands or guard rails at least 3.9m long

   b) rolled edges or vertical rails for jacking equipment must not be more than 25mm higher than the platform
c) the platform length does not include access ramps

d) if a scissor lift is used, the scissors must be located underneath the platforms, allowing unobstructed access between them

e) platform surfaces capable of being raised at least 1.5m from the floor. Measured from the floor on which the lift is mounted

f) a minimum of at least 760mm (may be reduced to 600mm if testing narrow track vehicles) between the inner edges of the platforms and at least 1.9m between the outer edges

g) a safe working load (SWL) of at least 3 tonnes clearly marked on the lift

h) jacking equipment clearly marked with a minimum SWL of 1.5 tonnes, capable of simultaneously raising both front or both rear wheels. Duplicated jacking equipment is acceptable

i) captive bearing based turning plates, positively secured to the platforms, which permit the steered wheels to be turned freely from lock to lock. The turning plates must move laterally across the full platform width. When installed there must be a minimum distance of 3.35m from the centre of the turning plates to the drive on end of lift platform

j) chocks that operate automatically when the lift is raised. The 3.35m dimension for turning plates must not interfere with operation of the chocks. On non drive through layouts permanent chocks may be fitted to the non drive on end

k) confirmation in writing by the lift installer that the installation of the lift complies with BS EN 7980:2003. Vehicle lifts with CE markings and modifications to existing vehicle lifts should conform to BS EN 1493:1999 regarding safety distances for toe protection

l) Automated Test Lane (ATL) or One Person Test Lane (OPTL):
   - Wheel play detectors from the DVSA list of acceptable equipment, securely fixed to the lift
   - At least 3.35m from the drive on end of the lift platforms to the centre line of the wheel play detectors. The 3.35m dimension for wheel play detectors must not interfere with operation of the chocks
   - Written declaration from the hoist manufacturer (not installer) that the hoist is suitable to be fitted with wheel play detectors
2.2 Pit.

A pit with

a) an uninterrupted working length of at least 3.9m

b) a width of at least 760mm and not more than 920mm over the working length measured across both pit walls (this may be extended up to 1300mm if used in combination with Class 7)

c) a depth of at least 1.5m and not more than 1.8m, over the working length. Staging may be used to meet this requirement

d) adequate access for personnel which does not intrude on the working dimensions. Access steps may encroach on the required dimensions to an entrance/exit door or wall provided there is a minimum clearance width of not less than 600mm

e) sealed to prevent the ingress of water

f) jacking equipment as required for a lift. Rolled edges and vertical rails for jacking equipment must not exceed 25mm height

g) captive bearing based turning plates, positively secured to the floor which permits the steered wheels to be turned freely from lock to lock (See Note)

h) if ATL or OPTL: combined steering and wheel play detectors on DVSA's list of acceptable equipment. No part of the installation should be within 1.5m of the pit working length drive on end. (See Note)

Note: The location of turning plates and play detectors must be that the tester has adequate space to safely inspect all the items required when stood in the pit.


A headlamp aim testing facility will be considered suitable if the following is provided:

3.1 A calibrated rail mounted 2005 specification headlamp tester on DVSA's latest list of Acceptable Equipment.

3.2 A headlamp tester installation with

a) a designated vehicle standing area which is certified as flat and level to within +/- 6mm in any 3m and

(i) a clearly outlined area of floor 3.6m long measured from the datum line by 2.1m wide, which may

   • be the lift platforms (Lift platforms must rest on positive stops when lowered)

   • straddle a pit or roller brake tester

   • be the plates of a plate brake tester
(ii) if during headlamp testing vehicle wheels rest on turning plates which are not longitudinally adjustable by at least 600mm, they must be within the +/- 6mm limits

(iii) additional equipment fitted in the standing area must comply with the +/- 6mm level requirements

b) rails certified as level to within +/-2mm and parallel to the standing area. The rails must be straight and the headlamp tester must not have significant rock or twist at any point along the rails

The certificate for 'a' and 'b' above must show height measurement from a level plane at all intersecting points on a 300mm (max) square grid covering the standing area and at points 300mm (max) apart on the rails

It must be signed by a competent person, such as a surveyor, manufacturer's representative or agent and include date, status, address of firm and VTS address. A copy must be provided to DVSA for the garage file

c) 600mm clearance behind the headlamp aim tester optical head. Floor mounted equipment must not be installed in this area

d) the standing area must be durably and clearly marked with a datum line (or lines) at the headlamp tester manufactures operational tolerance limits for positioning the vehicle headlamp in relation to the headlamp tester.

3.3 Headlamp aim equipment operating instructions must be available.


Brake testing equipment will be considered suitable if the following are provided

4.1 A calibrated decelerometer on DVSA’s latest List of Acceptable Equipment and

4.2 A calibrated roller brake tester or a calibrated plate brake tester that is

a) on DVSA’s latest List of Acceptable Equipment or

b) if an ATL lane: Approved for ATL use on DVSA’s latest List of Acceptable Equipment.

4.3 Roller/plate brake tester user/operator instructions

4.4 Roller Brake Tester.

A roller brake tester (RBT) must be installed so that

a) it is centrally located in an unobstructed working area at least 9.0m long and at least 2.4m wide. At least 3.35m to the front and rear of the RBT centre line should be substantially level (which in good building practice is within +/- 12mm of a level plane). The remainder of the area must not exceed a 10% slope (100mm in 1m) Part of the brake testing standing area can be outside the building, providing the first part of the
RBT floor plate is at least 1.5m inside the building (where a doorway meets the class 7 width requirement then the 1.5m can be measured from the RBT centre line)

In the case of a 'drive-through' layout where the roller brake tester is fitted AFTER the lift or pit there shall be a clear distance of at least 3.35m between lift platforms and the RBT centre line. Lead-off ramps from floor mounted lifts shall not encroach on this area

b) any part of a roller brake tester is at least 600mm from an inspection pit, lift platform or lift recess (except cross pit rollers)

c) it is in accordance with the manufacturers instructions

d) the console is positioned to be easily read whilst performing the test

e) when a cross-pit RBT is installed there must be an isolator that prevents operation of the RBT when a person is in the pit. It must be positioned so other equipment will not interfere with brake testing. i.e. turning plates.

4.5 **Plate Brake Tester.**

A plate brake tester (PBT) must be installed so that

a) it is certified as installed in accordance with the manufacturer’s instructions

b) the plates are centrally located in a substantially level test area which (including approach and run-off area) is at least 3.0m wide

c) a clear area of 4.5m shall be provided in advance of the plate brake tester. This area must be substantially level and any gradient must not exceed 5% (50mm in 1m) nor ther equipment positioned within it. All or part of the 4.5m can be outside the building.

Where it is perceived that there may be a safety risk, barriers and/or warning signs may be required along the approach area and/or the run off area

d) doorways positioned within the 4.5m approach area must be at least 3m wide

e) where the plate surface is not flush with the surrounding floor, lead on and off ramps must be located at least 600mm from any doorway

f) a clear run off distance of 3.0m shall be provided after the PBT working surface (this must not include any part of the lift or lead on ramps)

g) in the case of a 'drive-through' layout where the plate tester is fitted AFTER the lift or pit there shall be a clear distance of 4.5m between them. Lead-off ramps from floor mounted lifts shall not encroach on this area

h) the console is positioned to be easily read whilst performing the test.
5. **Emissions Testing.**

All class 4 testing stations must have the following emissions testing equipment.

5.1 **Spark Ignition Engine Emissions.**

Exhaust gas analysis equipment will be considered suitable for all spark ignition engine vehicles if the following is provided

a) a calibrated exhaust gas analyser on DVSA’s latest List of Acceptable Equipment suitable for all spark ignition vehicles

b) gas analyser user/operator instructions

c) confirmation that the analyser contains the current up to date database.

5.2 **Diesel Engine Emissions.**

Diesel smoke test equipment will be considered suitable if the following is provided

a) a calibrated diesel smoke meter on DVSA’s latest List of Acceptable Equipment

b) smoke meter user/operator instructions.

6. **Class 3 Only Testing.**

Where only Class 3 testing is conducted the requirements for Class 4 are varied as follows

6.1 **Premises, Test Bay and Equipment Layout.**

a) Premises: (No variations)

b) Test Bay

• Vehicle entrances and exits at least 2.3m wide and 2.0m high

• Bay width at least 3.2m

• Bay headroom at least 2.1m

• Headroom over a lift of at least 3.2m

c) Equipment layout

• With a clearance of at least 900mm to the front and rear of a lift or pit to any entrance/exit door or wall.
6.2 Underside Inspection.

a) Lift

- Platforms at least 3.00m long
- A safe working load (SWL) of at least 1.5 tonnes clearly marked on the lift
- A suitable method of supporting the 'single wheel' of any three wheeled vehicle on a firm surface with a captive bearing based turning plate. A SWL of at least 500kg must be clearly marked on the support
- Jacking equipment clearly marked with a minimum SWL of 500kg
- Captive bearing based turning plates, positively secured to the platforms, which permit the steered wheels to be turned freely from lock to lock. The turning plates must move laterally across the full platform width
- When installed there must be a minimum distance of 2.35m from the centre of the turning plates to the drive on end of lift platforms.

b) Pit:

- An uninterrupted working length of at least 3.0m with a single bridge and turning plate
- A suitable method of supporting the 'single wheel' of any three wheeled vehicle on a firm surface with a captive bearing based turning plate. A safe working load SWL of at least 500kg must be clearly marked on the support
- Jacking equipment clearly marked with a minimum SWL of 500kg.

6.3 Headlamp Aim Testing.

A designated vehicle standing area at least 3.0m long and 1.8m wide

6.4 Brake Testing.

a) A calibrated Category A decelerometer on DVSA’s latest List of Acceptable Equipment

b) A roller brake tester must be installed so that it is centrally located in an unobstructed working area at least 7m long and 3.2m wide

c) A plate brake tester must be installed so that

- The PBT is located in a substantially level test area which (including the approach and run-off area) is at least 3.6m wide. The PBT must be situated with at least 2.0m clear space, on the side of the measuring plate, from the PBT centre line
• Doorways positioned within the 4.5m approach to the plate brake tester must be at least 3.6m in width (to enable vehicles to be off-set to test the single wheeled axle).

**Note:** The brake testing facility must be able to cater with either a single front or rear wheel configuration.

6.5 **Emissions Testing.**

Not required for Class 3 testing.

7. **Dual Class Premises (Class 3 and 4)**

7.1 Premises and equipment considered suitable for Class 4 testing will also be accepted for Class 3, and 3-wheeled Class 4 testing if the underside inspection facility has the following:

a) A suitable method of supporting the 'single wheel' of any three wheeled vehicle on a firm surface and on a turning plate. A single wheel support must cater for single front or rear wheel configuration and there must be acceptable arrangements for testing headlamp aim, if applicable, for both wheel layouts.

b) Suitable jacking arrangements. If the jacking equipment is unsuitable for raising a 3 wheeler single wheel there must be suitable additional equipment of 500kg capacity.
Annex A  Layout Drawings

Class 4 Critical Lift Dimensions

Platforms and Wheel Play Detectors/Turning Plates

Space requirements around Lift

No entrance/exit door or wall.

Drive on direction

Headroom of 3.8m Required
The MOT Testing Guide

Requirements for Authorisation

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**Headlamp Aim**

**Dimensions**

**Class 4**

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**Headlamp Aim Area**

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**Using Lift Platforms**

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**Straddling a Pit**

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Issue Date November 2019
Brake Standing Area
Class 4

Brake Standing Area information

1. 3.35m either side of RBT centre line +/- 12mm. Remainder must be no more than a 10% slope (100mm in 1 m)
2. bay width must still be 3.60m. The Brake test standing area dimensions have a higher tolerance within the general bay.
3. any part of a RBT must be at least 600mm from an inspection pit, lift platform or lift recess.
D5 Class 5 Vehicles

INSTALLATION AND EQUIPMENT REQUIREMENTS

November 2009

The Driver and Vehicle Standards Agency, on behalf of the Secretary of State appoints Authorised Examiners and Designated Councils to carry out inspections known generally as MOT tests. This document sets out the additional requirements that must be met for testing Class 5 vehicles.

IMPORTANT: THIS DOCUMENT SHOULD BE READ IN CONJUNCTION WITH THE REQUIREMENTS FOR AUTHORISATION FOR A VEHICLE TEST STATION (COMMON TO ALL CLASSES) AND REQUIREMENTS FOR AUTHORISATION FOR AUTHORISED EXAMINERS.

WARNING: Applicants are advised not to proceed with alterations to buildings or purchase of equipment, etc, before receiving written approval in principle from the Driver and Vehicle Standards Agency.

THE DIMENSIONS IN THIS SECTION ARE THE MINIMUM REQUIREMENTS FOR AUTHORISATION AS A VEHICLE TEST STATION FOR CLASS 5 VEHICLES.

The dimensions of your test bay should take into account the requirements of your business. When considering the contents of this document you should be aware that the equipment and/or layout selected may affect the type of vehicle able to be tested.

Contents

1. Requirements for Class 5 Testing.
3. Underside Inspection.
1. **Requirements for Class 5 Testing.**

1.1 There are three categories for Class 5 testing, these being:-

   a) Category 1: all single deck vehicles.

   **Note:** Class 5 lightweight vehicle premises have the same requirements as for Class 7.

   b) Category 2: double deck vehicles.

   c) Category 3: articulated vehicles.

   **Note:** Normally only a drive through layout will be accepted where approval is sought to test articulated vehicles.

2. **Premises, Test Bay and Equipment Layout.**

Premises, test bays and equipment will be considered suitable if they meet the requirements laid out in "Requirements for Authorisation for Vehicle Testing Station (Common to all Classes)".

2.1 **Premises with:**

   a) a facility to prevent the build-up of exhaust fumes, either by means of ventilation or by exhaust extraction equipment for connection to the exhaust pipes of vehicles.

2.2 **A test bay with:**

   a) vehicle entrances and exits at least 4.6m high and 4.2m wide for double deck vehicles; 3.7m high and 4.2m wide for single deck vehicles

   b) a width of at least 4.5m

   c) headroom of at least 5.0m for double deck vehicles and 4.0m for single deck vehicles (except over a lift)

   d) headroom over a lift of at least 6.3m for double deck vehicles or 5.3m for single deck vehicles, measured from the platform surfaces when fully lowered, extending over an area of at least 1.5m on each side of the lift longitudinal centre and at least 6.5m fore and aft of the lift transverse centre line.
3. **Underside Inspection.**

The designated means of inspecting the underside of vehicles will be considered suitable if either a lift or a pit meeting the following is provided.

3.1 **Lift:**

A wheel supporting platform lift:

a) platforms without upstands or guard rails at least 7.0m long

b) rolled edges or vertical rails for jacking equipment must not be more than 25mm higher than the platform

c) the platform length does not include access ramps

d) if a scissor lift is used, the scissors must be located underneath the platforms, allowing unobstructed access between them

e) platform surfaces capable of being raised at least 1.45m from the floor. Measured from the floor on which the lift is mounted

f) a width between posts should be 2.88m

g) minimum width of platforms 650mm

h) a minimum width of 2.55m between the outer edges of the platforms

i) a minimum width of 800mm between the inner edges of platforms

j) a safe working load (SWL) of at least 12 tonnes; the SWL to be clearly marked on the lift

k) jacking equipment (preferably power operated)

i. on a trolley platform able to move an appropriate distance along the lift

ii. clearly marked with a minimum SWL of 6.0 tonnes

iii. capable of simultaneously raising both front wheels of any vehicle, using the recommended test procedures and jacking points

iv. It must also be capable of lifting vehicles fitted with independent suspension

l) at least two chocks, permanent chocks may be fitted at the platform forward ends, if not a 'drive-through' installation

m) confirmation in writing by the lift installer that the installation of the lift complies with BS 7890:2003. Vehicle lifts with CE marking and modifications to existing vehicle lifts should conform to BS EN 1493:1999 regarding safety distances for toe protection
n) a satisfactory 'intercom' system between the examiner and the assistant. Means of communication will be considered on their merits

o) wheel play detectors may be installed on each side of the lift at the point where the jack will be used and if installed must be controlled by a "wandering" hand control at this point so that the tester may remain close by a wheel when the wheel play detector is operated to inspect for wear.

3.2 **A pit with:**

a) an uninterrupted working length of at least 13.0m (may be reduced to a minimum of 10m if two cross tunnels, one at either end are provided)

b) a width of at least 800mm and not more than 1.3m, over the working length

c) a depth of at least 1.4m and not more than 1.8m, over the working length. Staging may be used to meet this requirement

d) the capacity to accommodate the weight of all vehicles that fall into the category to be tested

e) sealed to prevent the ingress of water

f) jacking equipment preferably power operated, on a trolley platform able to move an appropriate distance along the pit. Having a minimum SWL of 6.0 tonnes, capable of simultaneously raising both front wheels of any vehicle using the recommended test procedures and jacking points. It must also be capable of lifting vehicles fitted with independent suspension

g) adequate access for personnel which does not intrude on the working dimensions, there must be at least one method of easy access either by a staircase at one end of the pit or by a cross tunnel, and adequate escape facilities either at the other end of the pit or along its length

h) a satisfactory 'intercom' system between the examiner and the assistant. Means of communication will be considered on their merits

i) any upstands/guard rails if fitted, to be no higher than 25mm

j) wheel play detectors may be installed on each side of the pit at the point where the jack will be used and if installed must be controlled by a "wandering" hand control at this point so the tester may remain close by a wheel when the wheel play detector is operated to inspect for wear.

4. **Headlamp Aim Testing.**

A headlamp aim testing facility will be considered suitable if the following is provided:

4.1 A rail mounted headlamp tester on DVSA's latest List of Acceptable Equipment
4.2 A headlamp tester installation with:

a) a designated vehicle standing area which is certified as flat and level to within ± 6mm in any 3.0m and is either, a clearly marked area of floor 11.0m long by 3.0m wide, which may straddle a pit, or roller brake tester, or is the lift platforms

b) rails mounted and certified as parallel to within ± 2mm of the standing area plane

i) The certificate for 'a' and 'b' above must show height measurement from a level plane at all intersecting points on a 500 mm (max) square grid covering the standing area and at points 300mm (max) apart on the rails. It must be signed by a competent person, such as a surveyor, manufacturer's representative or agent and include date, status, address of firm and VTS address. A copy must be provided to DVSA for placing on the garage file. If the Roller Brake Tester encroaches on the standing area then the standing area levels must include the cover plates and meet the ±6 mm requirements

ii) If the lift platforms form part of the standing area then steel plates must be fitted under automatic chocks. If the lift is also used as the designated standing area for headlamp testing, the platforms must rest on fixed stops when lowered

c) equipment correctly aligned to the standing area and positioned to take account of the vertical and horizontal location of headlamps tested

d) 1.0m (600mm for 2005 specification equipment) clearance at the rear of the tester optical head. Floor mounted equipment such as brake testers must not be installed in this area

e) the standing area must be durably and clearly marked with a datum line (or lines) at the headlamp tester manufactures operational tolerance limits for positioning the vehicle headlamp in relation to the headlamp tester.

f) any other test equipment within the standing area arranged so that it does not interfere with the proper testing of headlamps

g) additionally, in all installations, it is recommended that the rails are sunk into the ground to avoid any excess wear and tear on them. Where vehicles are driven over them the rails must be recessed or suitably protected.

4.3 Suitable arrangements for checking the alignment of the equipment with the standing area. Arrangements for checking alignment may consists of evidence provided either by a competent outside agency or by the VTS using the manufacturer's acceptable equipment. Provision must be made for checks to be carried out at no more than 6 monthly intervals and for records to be kept. It is acceptable if an alignment check is within the 6th calendar month
5. **Brake Testing.**

Brake testing equipment will be considered suitable if the following are provided:

5.1 A calibrated decelerometer on DVSA’s latest List of Acceptable Equipment

5.2 A calibrated roller brake tester on DVSA’s latest List of Acceptable Equipment.

5.3 A roller brake tester (RBT) must be installed so that:

   a) it is centrally located in an unobstructed, substantially level area, at least 22.0m long and 4.0m wide

   b) 11.0m standing area to the rear of the RBT may extend outside a building provided the ground is substantially level is constructed of acceptable material and the roller brake tester bed plate is installed not less than 1.5 m from an entrance or exit

   c) vehicles are substantially level while being tested (a gradient of not more than 5%)

   d) the console is positioned so that it can easily be read by the tester performing the test on the vehicle

   e) an intercom system allowing the tester to communicate with the assistant when any axle is positioned in the brake rollers

   f) any part of the roller brake tester is at least 600mm from an inspection pit, lift platform or lift recess (except cross pit rollers)

   g) when a cross-pit RBT is installed there must be an isolator that prevents operation of the RBT when a person is in the pit. It must be positioned so other equipment will not interfere with brake testing

   h) there must be four chocks available for use in the roller brake test area

   i) the RBT may be installed outside the building. The rollers should have a canopy to protect them from the rain and the console should be mounted in a suitable position protected from the weather and excessive exhaust fumes. The brake tester should be situated adjacent to the test bay with a viewing facility.

5.4 roller brake tester user/operator instructions are available.

5.5 suitable data on ABS warning systems is available.

5.6 a means of determining brake efficiency and imbalance from the roller brake tester readings is available.

5.7 suitable arrangements are made for re-calibration of the decelerometer, and the roller brake tester.
6. **Emissions Testing.**

All class 5 testing stations must have the following emissions testing equipment:

6.1 **Spark Ignition Engine Emissions.**

Exhaust gas analysis equipment will be considered suitable for all spark ignition engined vehicles if the following is provided:

a) a calibrated exhaust gas analyser on DVSA’s latest List of Acceptable Equipment

b) gas analyser user/operator instructions

c) confirmation that the analyser contains the current up to date data base.

6.2 **Diesel Engine Emissions.**

Diesel smoke test equipment will be considered suitable if the following is provided:

a) a calibrated diesel smoke meter on DVSA’s latest List of Acceptable Equipment.

b) Smoke meter user/operator instructions
The Driver and Vehicle Standards Agency, on behalf of the Secretary of State appoints Authorised Examiners and Designated Councils to carry out inspections known generally as MOT tests. This document sets out the additional requirements that must be met for testing Class 7 vehicles.

**IMPORTANT:**
This document should be read in conjunction with the requirements for authorisation for a vehicle test station (common to all classes) and requirements for authorisation for authorised examiners.

**WARNING:**
Applicants are advised not to proceed with alterations to buildings or purchase of equipment, etc, before receiving written approval in principle from the Driver and Vehicle Standards Agency.

The dimensions in this section are the minimum requirements for authorisation as a vehicle test station for Class 7 vehicles.

The dimensions of your test bay should take into account the requirements of your business. **When considering the contents of this document you should be aware that the equipment and/or layout selected may affect the type of vehicle able to be tested.**

**Contents**

1. Premises, Test Bay and Equipment Layout.
2. Underside Inspection.
1. Premises, Test Bay and Equipment Layout.

The test bay and layout dimensions stated are the **minimum** requirements measured from the inside of walls and doors, as appropriate. If there is a capability to test longer wheel based vehicles i.e. if the lift will accommodate more than 4.2m wheelbase and the headlamp standing area is at the minimum requirements then the headlamp standing area dimensions will take precedence and a 4.2m wheelbase would be the longest which could be tested. If a longer dimension is required then all other dimensions must be proportional to this, i.e. headlight standing area must be increased proportionally.

1.1 Premises, test bays and equipment will be considered suitable if they meet the requirements laid out in “Requirements for Authorisation for Vehicle Testing Station (Common to all Classes)”. Class 5 lightweight requirements are as Class 7 conditions of appointment.

1.2 Test Bay:

A test bay with:

   a) vehicle entrances and exits at least 3.2m high by 3.0m wide. If part of the brake test standing area the door must be at least 3.5m wide (For Plate brake testers see brake testing section, Para 4.5d)

   b) a width of at least 4.2m

   c) headroom of at least 3.2m (except over a lift)

   d) headroom over a lift of at least 4.8m measured from the platform surfaces when fully lowered

      (i) the headroom must extend 500mm further than the outer edges of the lift platforms

      (ii) extending 500mm to the front of the non drive on end of the lift platforms and 1m to the rear of the drive on end of the lift platforms.

2. Underside Inspection.

The designated means of inspecting the underside of vehicles will be considered suitable if either a lift or a pit meeting the following is provided:

2.1 Lift.

A wheel supporting platform lift with:

   a) platforms without upstands or guard rails, at least 4.8m long

   b) rolled edges or vertical rails for jacking equipment must not be more than 25mm higher than the platform

   c) the platform length does not include access ramps
d) if a scissor lift is used, the scissors must be located underneath the platforms, allowing unobstructed access between them

e) platform surfaces capable of being raised at least 1.4m from the floor. Measured from the floor on which the tester stands

f) Adjustable platforms which allow the class of vehicle to be tested. A minimum of at least 760mm between the inner edges of the platforms and at least 2.1m between the outer edges

g) a safe working load (SWL) of at least 3.5 tonnes clearly marked on the lift

h) jacking equipment clearly marked with a minimum SWL of 2.6 tonnes, capable of simultaneously raising both front or both rear wheels. Duplicated jacking equipment is acceptable

i) heavy duty captive bearing based turning plates, positively secured to the platforms, which permit the steered wheels to be turned freely from lock to lock. The turning plates must move laterally across the full platform width. When installed there must be a minimum distance of 4.2m from the centre of the turning plates to the drive on end of lift platforms

j) chocks that operate automatically when the lift is raised. The 4.2m dimension for turning plates must not interfere with operation of the chocks. On non-drive through layouts permanent chocks may be fitted to the non drive on end

k) confirmation in writing by the lift installer that the installation of the lift complies with BS 7890:2003. Vehicle lifts with CE marking and modifications to existing vehicle lifts should conform to BS EN 1493:1999 regarding safety distances for toe protection

l) if Automated Test Lane (ATL) or One Person Test Lane (OPTL):
   - wheel play detectors from the DVSA List of Acceptable Equipment, securely fixed to the lift
   - at least 4.2m from the drive on end of the lift platforms to the centre line of the wheel play detectors. The 4.2m dimension for wheel play detectors must not interfere with operation of the chocks
   - written declaration from the hoist manufacturer (not installer) that the hoist is suitable to be fitted with wheel play detectors
2.2 Pit.

A pit with:

a) an uninterrupted working length of at least 6.0m

b) a minimum width of 760mm and not more than 1.3m over the working length measured across both pit walls

c) a depth of at least 1.4m and not more than 1.8m, over the working length. Staging may be used to meet this requirement

d) adequate access for personnel which does not intrude on the working dimensions. Access steps may encroach on the required dimensions to an entrance/exit door or wall provided there is a minimum clearance width of not less than 600mm

e) sealed to prevent the ingress of water

f) jacking equipment as required for a lift. Rolled edges and vertical rails for jacking equipment must not exceed 25mm height

g) suitable captive bearing based turning plates, positively secured to the floor which permit the steered wheels to be turned freely from lock to lock (See Note)

h) if ATL or OPTL combined steering and wheel play detectors on DVSA’s list of acceptable equipment. No part of the installation should be within 1.5m of the pit working length drive on end. (See Note)

Note: The location of turning plates, steering and wheel play detectors must be that the tester has adequate space to safely observe the items required to be observed when stood in the pit.


A headlamp aim testing facility will be considered suitable if the following is provided:

3.1 A calibrated rail mounted headlamp tester on DVSA’s latest List of Acceptable Equipment

3.2 A headlamp tester installation with:

a) a designated vehicle standing area which is certified as flat and level to within +/- 6mm in any 3m and:

   (i) is a clearly outlined area of floor of 4.5m long measured from the datum line by 2.5m wide, which may

      • be the lift platforms (lift platforms must rest on positive stops when lowered

      • straddle a pit or roller brake tester.

      • be the plates of a plate brake tester.
(ii) additional equipment fitted in the standing area must comply with the +/-6mm level requirement

b) rails certified as level to within +/- 2mm and parallel to the standing area. The rails must be straight and the headlamp tester must not have significant rock or twist at any point along the rails.

The certificate for 'a' and 'b' above must show height measurement from a level plane at all intersecting points on a 300 mm (max) square grid covering the standing area and at points 300mm (max) apart on the rails.

It must be signed by a competent person, such as a surveyor, manufacturer's representative or agent and include date, status, address of firm and VTS address. A copy must be provided to DVSA for the garage file

c) 600mm clearance behind the headlamp aim tester optical head. Floor mounted equipment must not be installed in this area

d) the standing area must be durably and clearly marked with a datum line (or lines) at the headlamp tester manufactures operational tolerance limits for positioning the vehicle headlamp in relation to the headlamp tester.

3.3 Headlamp aim equipment operating instructions must be available.


Brake testing equipment will be considered suitable if the following are provided:

4.1 A calibrated decelerometer on DVSA's latest List of Acceptable Equipment and

4.2 A calibrated roller brake tester or a calibrated plate brake tester that is:

   a) on DVSA's latest List of Acceptable Equipment or

   b) if an ATL lane: Approved for ATL use on DVSA's latest List of Acceptable Equipment

4.3 Roller/plate brake tester user/operator instructions.

4.4 Roller Brake Tester.

A roller brake tester (RBT) must be installed so that:

   a) it is centrally located in an unobstructed working area at least 14m long and at least 3.5m wide. At least 4.2m to the front and rear of the RBT centre line should be substantially level (which in good building practice is within +/- 12mm of a level plane). The remainder of the area must not exceed a 10% slope (100mm in a 1m). Part of
the brake testing standing area can be outside the building, providing the RBT centre line is at least 1.5m inside the building

in the case of a 'drive-through' layout where the roller brake tester is fitted after the lift or pit there shall be a clear distance of at least 4.2m between them. Lead-off ramps from floor mounted lifts shall not encroach on this area

b) any part of a roller brake tester is at least 600mm from an inspection pit, lift platform or lift recess
c) it is installed in accordance with the manufacturer's instructions
d) the console is positioned to be easily read by the tester performing the test
e) when a cross-pit RBT is installed, there must be an isolator that prevents operation of the RBT when a person is in the pit. It must be positioned so other equipment will not interfere with brake testing, i.e. turning plates.

4.5 Plate Brake Tester.

A plate brake tester must be installed so that:

i. it is certified as installed in accordance with the manufacturer's instructions

ii. the plates are centrally located in a substantially level test area which (including approach and run-off area) is at least 3.6m wide

iii. a clear area of 7.0m shall be provided in advance of the plate brake tester. This area must be substantially level and any gradient must not exceed 5% (50mm in 1m) nor have any other equipment positioned within it. All or part of the 7.0m can be outside the have any other equipment positioned within it. All or part of the 7.0m can be outside the building. Where it is perceived that there may be a safety risk, barriers and/or warning signs may be required along the approach area and/or the run-off area

iv. doorways positioned within the 7m approach area must be at least 3.6m wide
e) where the plate surface is not flush with the surrounding floor, lead on and off ramps must be located at least 600mm from any doorway

f) a clear run off distance of 4m shall be provided after the plate brake tester working surface (this must not include any part of the lift platforms)


g) in the case of a 'drive-through' layout where the plate tester is fitted AFTER the lift or pit there shall be a clear distance of 7m between them. Lead off ramps from floor mounted equipment shall not encroach on this area

h) the console is positioned so that it can easily be read whilst performing the test.


All class 7 testing stations must have the following emissions testing equipment:

5.1 Spark Ignition Engine Emissions.

Exhaust gas analysis equipment will be considered suitable for all spark ignition engine vehicles if the following is provided
a) a calibrated exhaust gas analyser on DVSA’s latest List of Acceptable Equipment
b) gas analyser user/operator instructions
c) confirmation that the analyser contains the current up to date data base.

5.2 Diesel Engine Emissions.

Diesel smoke test equipment will be considered suitable if the following is provided
a) a calibrated diesel smoke meter on DVSA’s latest List of Acceptable Equipment
b) smoke meter user/operator instructions
Contents

E1 General

E2 Eligibility for becoming a Tester
   Intention to Refuse the Application to Become a Tester
   Disqualification of a Tester from Driving
   Restricted Driving Licences for Testers
   Non UK Licences

E3 Ongoing Requirements

E5 Impersonating a Tester
E1 General

1. Testers are those persons appointed by Authorised Examiners (AE) and approved by DVSA to carry out MOT tests to the correct standards, register tests on to the MOT Testing Service prior to starting a test and confirm test results when completed. The Tester must personally make all the decisions regarding testable items. Similarly, Inspectors employed by Designated Councils (DCIs) will be treated in the same way as Testers employed by AEs.

2. Before prospective Testers and those returning to testing are permitted to carry out tests they must satisfy DVSA that they meet the relevant criteria set out in E2; have been issued with an MOT Security Card and have successfully completed the relevant training and demonstration tests detailed in Appendix 6.

3. A Tester may be assigned to more than one VTS. Where a Tester is assigned to other VTSs Testers must ensure that the correct test location is selected on MOT Testing Service prior to starting a test.

4. A Tester may commence testing following the AEDM or Site Manager of that VTS assigning them the Tester role at that VTS via the MOT Testing Service. Even if the Tester is still testing at another VTS it is the AE’s responsibility to ensure that all Testers on their list of Testers remain fully competent. This includes ensuring Testers have completed their annual Tester training and assessment and successfully completed their annual assessments, are fully familiar with the equipment at the particular VTS and are up to date with any changes. AEs cannot assume that a previous AE has done this. The AE of each VTS is responsible for any breach of the standards for tests at their own VTS, regardless of the contractual arrangements with their Testers.

5. If a Tester ceases to be actively involved in MOT testing (whether due to a change of duties, employment or location or for any other reason) the appropriate person must update the MOT Testing Service. In addition the AEDM must immediately inform DVSA in writing or by email that a Tester has died, in order to prevent any further correspondence and/or reminders being issued to that Tester.

6. An individual shall cease to be a Tester, where they become a patient within the meaning of Part VIII of the Mental Health Act 1983 or, in Scotland, becomes incapable of managing their own affairs.

7. An individual shall cease to be a Tester at a particular VTS, where the relevant AE revokes the appointment of that Tester. The AE can revoke the appointment of a Tester at any time. In the case of a multi-site AE, this may be from all sites, a selection of sites, or a single site.

8. Using the MOT Testing Service a Tester may remove their name from the list of testers at a VTS, this can also be done by the AEDM or Site Manager. In exceptional circumstances the Tester may request in writing or via email if preferred that DVSA remove their name.

9. Testers must notify DVSA and their associated AE immediately, in writing or by email, of any conviction, as defined in Appendix 7 Convictions and Repute.

10. Testers must ensure that personal details recorded within their MOT Testing Service User profile are correct and kept up to date. Any changes to their details can be made by the Tester via the Service or in exceptional circumstances by contacting the DVSA Customer Service Centre. The Testers profile must also include a unique current email address.
E2 Eligibility for becoming a Tester

1. Before attending an MOT Testers course an applicant needs to be sure that they meet the DVSA requirement and has to satisfy the course provider that they meet the following eligibility criteria.
   a. have a current full UK driving licence for a vehicle class within the test group they wish to test, subject to paragraph E2.5 and E2.6;
   b. be a skilled mechanic that has at least four years full time employment in the service and repair of the vehicle types to be tested;
   c. have no convictions, as defined in Appendix 7 Convictions and Repute;
   d. be otherwise ‘of good repute’, as defined in Appendix 7 Convictions and Repute.

2. In addition, anyone wishing to become a Tester for vehicles of Classes 3, 4, 5 or 7 must either possess an acceptable vocational educational qualification or acceptable accreditation.
   (Further detailed criteria is given in Appendix 5 and 6 and online)

3. Intention to refuse the authorisation of a Tester
   If DVSA intends to refuse the authorisation because the candidate repeatedly fails to Pass the initial practical demonstration test or does not meet the criteria set out in E3 they will write to the applicant explaining the intention to refuse. The intention to refuse may be sent to the applicant at any stage during the authorisation process when it becomes apparent that the applicant does not or is unlikely in the foreseeable future to meet the criteria. The candidate may appeal against this intention. Any appeal must be made in writing to the DVSA Office who issued the intent to refuse to authorise and be received within 14 days from the date of the notification of the intention. An informal hearing may be requested in accordance with the Informal Hearing Notes for Guidance and Code of Practice issued with the notice (see Appendix 8.8).
   If at the end of this appeal period no such appeal has been received DVSA will write to the candidate confirming the refusal to approve.

4. Disqualification of Testers from driving
   A Tester is not automatically subject to cessation from MOT testing on loss of his driving licence. A disqualified Tester must not carry out road tests where these are necessary. This requirement can pose major problems for motorcycle VTSs where a road test may be necessary for a number of reasons, but is less troublesome for other classes where a road test is only normally necessary if a decelerometer brake test is needed. A Tester without a valid driving licence should not start an MOT test if a road test is likely to be needed. If however, that need becomes apparent during a test, the test must be aborted and repeated in full by a Tester with a valid driving licence. Should the VTS be unable to provide a suitable Tester at the time, it must refund any test fee paid or, if the customer agrees, make an alternative appointment when a suitable Tester will be available.

5. Restricted Driving licences for Tester
   A Tester without a valid driving licence category, for the class of vehicle to be tested, should not start the MOT test if a road test is likely to be needed. However, if that need becomes apparent during a test, the test must be aborted and repeated in full by a Tester with an appropriate driving licence. Should the VTS be unable to provide a suitable Tester at the time of test, it must refund any test fee paid or, if the customer agrees, make an alternative appointment when a suitable Tester will be available.
6. Non UK licences
   Current UK law states that:
   You can drive in Great Britain (GB) on your full, valid EC/EEA driving licence until you are 70, or for three years after becoming a GB resident, whichever is the longer period. Alternatively, you may apply to exchange your licence for a UK equivalent.
   In order to continue driving after these periods a British licence must be obtained.
   If your driving licence has been previously exchanged from a non EC/EEA country you can drive for up to 12 months from the time you first became resident. You may be able to exchange your licence for a British one. Further information about driving in GB on a non UK driving licence can be found at www.gov.uk/driving-nongb-licence.
   In the case of a Tester or prospective Tester who holds only a non UK licence this will be treated as equivalent to a UK licence if evidence is produced to show that the person has been a UK resident for less than 12 months. If the non UK licence is neither to the European Communities model nor in English it must be accompanied by a certified translation. An International Driving Permit issued on the basis of a non UK licence will be treated similarly, if produced along with the national licence on which its issue was based and a certified translation if required.

E3 Ongoing Requirements
1. In addition to meeting the criteria given in Section E2, those seeking to become Testers must successfully complete a Level 2 Award in MOT Testing which explains the processes of MOT testing and reinforces the standards set out in the relevant Inspection Manuals. They must also successfully pass a demonstration test invigilated by a DVSA Vehicle Examiner.
2. Testers must keep up to date with current practices and standards by:
   a. studying all relevant Special Notices (and acknowledge on MTS when required), the MOT Testing Guide, Matters of Testing, emailed messages from DVSA and appropriate Inspection Manuals and their amendments;
   b. successfully complete annual training and assessment as stipulated by DVSA;
   c. training on the use of any new or modified equipment installed at their VTS;
   d. studying or training on the significance and correct functioning of any new features that are introduced on vehicle types that they are likely to be asked to test.
3. Testers will be required to carry out demonstration tests when requested by DVSA Vehicle Examiners.
4. Testers will be required to undertake additional training or carry out demonstration tests before being allowed to test vehicles in classes that they have not previously been testing.
5. Testers should access their Test Quality Information Reports via the MOT Testing Service, to compare their personal performance with the national averages. Testers should note that there may be valid reasons as to why their own personal performance may differ from the national average, e.g. average age of vehicle tested. Comparison where a difference is found should lead the Tester to question why the difference exists.

E4 Impersonating a Tester
Any test carried out by a person impersonating an approved Tester will be regarded as having been carried out by an unauthorised person. Disciplinary action may therefore be taken against the AE and approved Tester concerned. In addition, the unauthorised person may be refused Tester status, or refused re-approval as a Tester for a period of two years after the offence or after the end of any current period of cessation.
Contents

1. DVSA Role
2. Complaints Regarding DVSA
1. **DVSA Role**  
DVSA administers the MOT Service on behalf of the Secretary of State. This role includes the following functions:
   a. documenting test methods and standards;
   b. documenting the standards of facilities, equipment, repute, experience, competence, qualifications and administration necessary for those carrying out MOT testing;
   c. authorising those who meet the necessary standards to carry out MOT testing;
   d. ensuring the provision of training in test methods and administration to those who will be involved in the operation of the MOT Service, standards are agreed with the Department. This provision is delivered through Third party Training Providers approved by participating Awarding Organisations that meet DVSA requirements.
   e. updating and maintaining access to MOT test related documentation;
   f. monitoring the performance of those carrying out MOT testing and recommend, retraining and/or disciplining where standards are not maintained;
   g. conducting statutory appeals against test failures;
   h. investigating complaints about testing standards and resolving disputes.

2. **Complaints Regarding DVSA**  
All complaints regarding DVSA should be directed in the first instance to the Corporate Office at DVSA's headquarters.  
Details on who to contact can be found at:  
https://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency/about/complaints-procedure
Vehicle Presenters

Contents

1 Statutory Appeal Against the Issue of a VT30
2 Complaint Against the Issue of a VT20
1. **Statutory Appeal Against the issue of a VT30**

An owner or presenter of a vehicle has the right to appeal against a decision to refuse to issue a test certificate following an MOT examination. Any complainant must be given a Notice of Appeal form (VT17) and told to post or email the completed form to the DVSA Customer Service Centre to arrive as soon as possible but no later than 14 working days after the date of the test. The complainant must also be told they may have to pay the full amount of the test fee applicable to the class of vehicle and not to undertake any repairs or adjustments to the vehicle until it has been examined by a DVSA Examiner. DVSA will contact the complainant to discuss the complaint and may arrange for the vehicle to be re-examined.

2. **Complaint Against the Issue of a VT20**

An owner or presenter of a vehicle has the right to complain against the issue of a test certificate. Any complainant must be given a Notice of Appeal form (VT17) and told to post or email the completed form to the DVSA Customer Service Centre. DVSA will contact the complainant to discuss the complaint and may arrange for the vehicle to be re-examined if the alleged defects appear to call into question the test result providing there is a reasonable chance of assessing what the vehicle’s condition had been at the time of test. It is not possible to make a blanket ruling on how long after the test such an assessment can be made. It is, however, unlikely that mechanical defects can be assessed for complaints made more than 28 days after test or that corrosion defects can be assessed for complaints made more than 3 months after test. Any repairs made to the vehicle also make such an assessment less likely to be relevant.

Further details about appeals are online at: [www.gov.uk/government/publications/complain-about-an-mot](http://www.gov.uk/government/publications/complain-about-an-mot)

and are also given on the MOT Test and Appeals poster (VT9A) which must be displayed on the MOT Notice Board in every VTS.
Contents H

H1 Inspection Manuals and MOT Testing Guide

H2 Special Notices

H3 Leaflets and Customer information

H4 Forms

2 VT01 - Application for MOT Authorisation or a Variation to MOT Authorisation

3 VT9 - Authorisation of an Examiner

4 VT9A - Vehicle Testing Classes and Appeals Poster

5 VT17 - Notice of Appeal

6 VT20 - Test Certificate

   a Production or Completion of the VT20 Test Certificate

   b Replacement Test Documentation

   c Duplication of Test Documentation

   d Alterations to VT20

   e Dangerous Defects

7 VT29/VT29M – MOT Inspection Check List

8 VT30 - Refusal of an MOT Certificate

9 VT32 - Advisory Notice

10 Exchange Test Documentation

11 Welsh Language Policy

H5 Retention of Documentation
H1 Inspection Manuals and MOT Testing Guide

The definitive versions of the MOT Testing Guide and Inspection Manuals are available to be viewed on the MOT Testing Service and on line at www.gov.uk/topic/mot/manuals. A Special Notice (see Section H2) will advise you when amendments to the electronic versions are published.

VTSs do not have to retain paper copies and DVSA no longer support hard copy updates for these publications. Where a customer requests further information they should be shown via the MOT Testing Service or directed to the on-line version.

H2 Special Notices

1. Special Notices (SNs) are issued periodically by DVSA to inform those involved with MOT testing about changes to the service and to highlight areas of concern. AEs must ensure that all testing staff always have ready access to all current, relevant SNs and that all current Testers have read and acknowledged them.

2. The SN is sent to all service users via the MOT Testing Service and can also be viewed on line at www.gov.uk/topic/mot/manuals.

H3 Leaflets and Customer Information

1. Customer information and leaflets are available in electronic format and may be viewed online and printed. There is no requirement for AEs to stock or distribute this information. The current information available is:

H4 Forms

1. The official forms used in connection with the MOT Service are listed below, together with notes on their use. These forms must only be used for MOT purposes and in accordance with this Guide.

2. VT01 - Application for MOT Authorisation or a Variation to MOT Authorisation
   The form must be completed in accordance with the relevant guidance notes. See Section B1.
   Any false statement may put at risk the application or any authorisation resulting from it.
   When a change is made which requires the submission of a VT01, a form can be obtained from:
   www.gov.uk/government/publications/application-for-mot-authorisation-vt01
   or requested from the DVSA Customer Service Centre.

3. VT9 - Authorisation of an Examiner
   DVSA issues this form when an AE is authorised. It specifies the classes of vehicle that the AE can test and the approved premises. It must be displayed on the designated MOT notice board at that VTS. Replacements are available by contacting the DVSA Customer Service Centre.
4. **VT9A - Vehicle Testing Classes, Fees and Appeals Poster**

This poster outlines the test classes, test fees, retest procedures, appeals procedure and DVSA Customer Service Centre details. It must be publicly displayed in the VTS on the designated MOT notice board or adjacent if it will not fit.

5. **VT17 - Notice of Appeal**

This form is used by anyone who wishes to appeal against the result of a test. It must be made available to the customer upon request and is available via:  

It covers the refusal to issue a test certificate and the issue of a test certificate; it must be completed and sent by the appellant to DVSA Customer Service Centre. An Appeal against the issue of a VT30 must be sent to DVSA Customer Service Centre not more than 14 working days from the date the VT30 was issued. An Appeal against the issue of a test certificate (VT20) should be made within 28 calendar days of test for mechanical defects and 3 months of test for corrosion related defects.

6. **VT20 - Test Certificate**

This must be printed via the MOT Testing Service except when operating in Contingency Testing, where test documents will be handwritten.

**Note:** For information on Contingency Test certificate (CT20) see Section N

a. **Production or completion of the VT20 Test Certificate**

   i. A test certificate must be issued, and a test record created on the MOT Testing Service database, on completion of the test when the Tester is satisfied that all the test requirements have been met.

   ii. A test certificate must be printed via the MOT Testing Service except when operating in Contingency Testing. In such instances all test documents must be hand-written. Templates for hand written forms are available to print from the MOT Testing Service. Customers may exchange hand-written certificates for printed ones. This can only be done after the result has been entered as part of the CT Catch Up process. The exchange of a hand-written test certificate for a printed test certificate is free of charge.

   iii. Except in the cases of a duplicate, exchange or a replacement certificate, the Tester who carried out the test must sign the test certificate, after checking its content.

   iv. In the case of a retest for which only a partial re-examination is required or as described in Section B5 paragraph 16, the Tester who has carried out the retest examination must confirm on the MOT Testing Service the issue of a VT20/30 after they have re-examined the vehicle to the extent required by paragraph 13 or 16 of Section B5. They must also sign and check the content of the certificate for accuracy.

b. **Replacement Test Documentation**

   i. If an error on a VT20 is identified, the Tester who issued the original must issue a replacement free of charge after the relevant details have been verified.

   Replacement test certificates can only be issued before the expiry date shown on the certificate. The original test certificate issued via the MOT Testing Service should be destroyed.

   Another Tester may issue the replacement VT20. The substitute Tester must sign the replacement on the issuer signature line.
ii. Details of who issued the replacement, the VTS number and the date of issue will be printed at the appropriate place on the test certificate.

iii. If the VRM of a vehicle is changed after the issue of the VT20, this cannot be altered by a VTS. The customer should be advised to contact Driver and Vehicle Licensing Agency (DVLA).

iv. A replacement can only be issued at the issuing VTS for a change in vehicle colour or a change to the current odometer reading. Changes to an odometer reading can only be completed within twenty-eight calendar days of the test completion, the new reading must be that seen on the day the replacement is issued.

If corrections to a test record are required then information can be found online: https://www.gov.uk/getting-an-mot/correcting-mot-certificate-mistakes.

DVSA issue replacement test certificates when the original AE is no longer authorised. DVSA can also issue duplicate certificates.

Important Notice:
If the test result is recorded against an incorrect VRM and/or VIN, you must contact the DVSA Customer Service Centre.

v. For replacement CT20 see Section N

Note: Replacement test documents cannot be issued if the VTS is operating under Contingency Testing.

c. Duplication of Test Documentation
Test details are held on the system so duplicates may be issued by any VTS on payment of the appropriate fee, providing that the customer can demonstrate their right to acquire the duplicate document. In order to validate that right, the customer must provide either the test number from the original certificate or the unique reference number from the V5C, plus the VRM. If the customer requests the duplicate at the original VTS, they may alternatively present the subject vehicle to satisfy this proof.

Where the request is made at a VTS that didn’t test the vehicle. Before issuing the certificate the VTS will need to enter onto MOT testing service the 11-digit reference number from that vehicles latest log book (V5C).

Note: DVSA may issue duplicates when the original AE is no longer authorised or when the presenter cannot satisfy their right as specified in H4.7.c above. For further information contact the DVSA Customer Service Centre. Details of who issued the duplicate, the VTS number and the date of issue will be printed at the appropriate place on the test document.

Duplicate test documents can be produced by all VTS roles, the producer must add their signature on the issuer signature line.

Vehicle owners can also acquire a duplicate test certificate online from: MOT History service

A duplicate must not be issued more than 18 months after the date of the test.
A VTS issuing a duplicate test certificate is entitled to charge a fee for this as specified on the MOT Test Fees and Appeals Poster (VT9a).

Note: Duplicate test documents cannot be issued if the VTS is operating under Contingency Testing (see Section N)
d. **Alterations to VT20**
   (i) VT20s showing alterations must not be issued.
   (ii) If the VRM of a vehicle is changed after an MOT test see H4.6.b.iii.

e. **Dangerous Defects**
   If the Tester considers a non testable item to be so defective as to render the vehicle dangerous to drive on the road, the Tester must warn the vehicle presenter of the nature of such defects. This must be recorded by selecting the dangerous defects option when entering the results on the system or manually by annotating the certificate when hand completed. Dangerous defects must be clearly explained to the vehicle presenter.

7. **VT29/VT29M – MOT Inspection Check List**
   This form may be used by Testers to record information whilst conducting an MOT test. It is available to print from the MOT Testing Service or on-line.
   When testing in Contingency Testing, Testers **must** use this form to record any failure defects with sufficient detail to allow subsequent data entry. It may also be used to record any advisory items found.

8. **VT30 – Refusal of an MOT Test Certificate**
   This must be printed via the MOT Testing Service except when operating in Contingency, then test documents will be handwritten. Templates for hand written forms are available to print from the MOT Testing Service.
   **Note:** For information on Contingency Testing certificates see Section N
   Following test registration a VT30 must be issued:
   a. When a Tester refuses to test a vehicle for any of the qualifying reasons set out in Appendix 3 and the vehicle presenter requests a 'refusal to test' decision in writing.
   b. When a test has to be abandoned because the Tester considers it unsafe to continue or because it has become apparent during the test that certain items cannot be satisfactorily examined. In these instances the Tester must complete as much of the test as possible and include any failure defects found during the partial test and give the reason why it was considered that the test could not be completed.
   c. When a test is aborted due to a problem with VTS equipment or Tester.
   d. When a test is completed and the vehicle has failed to meet the required standards, it must detail the reasons for failure and be signed by the Tester who carried out the test. If the vehicle remains at the VTS for repairs, that are likely to take more than 1 hour to complete, a VT30 must be issued on completion of the test. If the Tester decides to use the PRS facility, see Section B5 paragraph 9, then he must complete the test before repairs are carried out. **Once the repairs are complete** the Tester must register the results on the MOT Testing Service and issue a VT30 in addition to a VT20.
   e. If the Tester considers an item on the vehicle, whether testable or not, to be so defective as to render the vehicle dangerous to drive on the road, the Tester must warn the vehicle presenter of the nature of such defects. Non testable defects must be recorded by entering a manual advisory and selecting the dangerous option. Dangerous defects must be clearly explained to the vehicle presenter.

9. **VT32 – Advisory Notice**
   An advisory notice is issued to the vehicle presenter advising the outcome of an inspection carried out by a DVSA examiner. It includes the English/Welsh dual language version (VT32W).
10. **Exchange Test Documentation**
   a. Test documentation issued under Contingency Testing, may be exchanged for printed versions at the original VTS if requested. No charge can be made for this service. If the customer is unable to produce the hand-written documents the procedure for duplicate issue should be followed.
   b. For information on exchange CT Certificates see Section N

11. **Welsh Language Policy**
   DVSA’s Welsh Language Policy for documents issued at locations in Wales will be;
   - MOT Test Certificates will be generated in both English, VT20 and Welsh, VT20W. All ‘standard machine printed text’ will have the Welsh equivalent. The tester can print either or both certificates as required;
   - Refusal notices will be generated in both English, VT30 and Welsh, VT30W. All ‘standard machine printed text’ will have the Welsh equivalent. The tester can print either or both certificates as required;
   - Advisory notices will be VT32W with all ‘standard machine printed text’ in both English and Welsh;
   - When operating in Contingency Testing, hand-written entries need only to be in English and the VT30W need not be issued;
   - Contingency Test Certificates will be printed in English only

H5 **Retention of Documentation**

1. All documentation copies must be retained in a readily retrievable manner at the issuing VTS for the duration of the retention period. Following this period all documents should be securely destroyed in an environmentally friendly manner.

2. Retention Periods (in months)

<table>
<thead>
<tr>
<th>Document</th>
<th>Normal Testing</th>
<th>Contingency Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>VT20</td>
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<td>N/A</td>
</tr>
<tr>
<td>CT20</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>VT29 (inc M)</td>
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<td>3</td>
</tr>
<tr>
<td>VT30 / CT30</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Emissions Printouts</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

**Note:** A month is defined as a calendar month from the date the test result was entered.

**Note:** Emissions printouts from all test results, including all BET tests, must include all relevant vehicle details.
Contents

1 Shortcomings in testing and operation
2 Underlying Principles – General
3 Underlying Principles – Testers
4 Underlying Principles – Authorised Examiners
5 Disciplinary Action – How It Can Arise
6 Points Evaluation, and Possible Action
   Points Evaluation
   Action After Initial Assessment of Points
   Advice
   Formal Discipline
7 Formal Disciplinary Procedure
   Normal Level of Action
   Notice of Cessation
   Period of Cessation for Testers
   Period of Cessation for Authorised Examiners
8 Appeals Against Cessation
   Informal Hearings
9 Formal Warning Review
10 Disciplinary Action Flow Chart
1 Shortcomings in Testing and Operation

1 When shortcomings are found either in testing or in the operation of the MOT Testing Service DVSA will take action according to the circumstances. For minor shortcomings this will usually consist of advice or counselling, but for more serious cases (or repeated minor shortcomings) formal disciplinary action may be considered.

2 The Secretary of State has absolute discretion to notify persons that they shall cease to be Authorised Examiners (AE) and/or Testers. These functions are carried out on behalf of the Secretary of State by DVSA.

3 This section provides guidance for all involved in MOT testing, whether as Testers, AEs or DVSA staff, on how this discretion will normally be applied and:
   a. explains the procedures normally to be followed when DVSA becomes aware that a Tester and/or AE may not be maintaining the required standards necessary to ensure integrity of the MOT Service;
   and
   b. sets out the maximum level of disciplinary action that will normally be applicable so as to ensure procedural consistency.

4 The section is not intended as a set of rules to be rigidly applied. DVSA uses a disciplinary points system to gauge the severity of shortcomings, the total number of points is then used as a guide to the appropriate level of disciplinary action. In judging what course to follow in a particular case or series of cases, DVSA will consider all known circumstances and may alter the level of action to reflect the circumstances.

5 DVSA reserves the right to modify, in light of experience, the points or actions indicated in this section. DVSA will tell you about such modifications in Special Notices or by amending the pages of this Guide. Where the Guide does not cater for shortcomings of similar significance.

6 DVSA may publish details of Vehicle Testing Stations (VTS) who have been removed from the MOT Service following formal disciplinary action. Details will be published after the appeal period has lapsed or the appeal has been determined.

2 Underlying Principles - General

1. Where a vehicle is re-examined after test, any action taken will be based on its likely condition at the time of test, taking into account all known factors that could have changed the condition of the vehicle.

2. All judgements are based on the balance of probabilities. However, the Secretary of State does have considerable discretion about who may be Testers or AEs and, while seeking always to adhere to the principles stated here, reserves the right to exercise that discretion as widely as seems appropriate to the particular circumstances.

3. In deciding the appropriate course of action to be taken shortcomings that constitute a threat to road safety, having an impact on the environment or likely to affect the integrity of the MOT scheme or DVSA will be treated with the utmost seriousness and carry more weight in the determination of the final outcome.
4. The outcome of formal disciplinary action may take the form of:
   a. No further action;
   b. Advisory Warning Letter;
   c. The issue of a Formal Warning (with or without additional training);
   d. Cessation of a Tester’s approval or an AE’s authorisation in the form of either:
      i. Short Term Cessation (for 28 calendar days with conditional return see I7.5c); or
      ii. Cessation (for 2 or 5 years).

5. Where a problem is brought to DVSA’s attention, either by a Tester who is being pressurised by an AE to test improperly or by an AE who is unhappy with a Tester’s performance, this will not normally count against the party reporting it. However, where an AE is unhappy with the testing standards of a Tester the AE should consider stopping the Tester from testing pending the outcome of any action by DVSA.

6. Testers must be in a fit condition, both physically and mentally, to carry out testing to the required standard. A Tester taking medication should read the instructions for its use and, if in doubt, not continue testing without their doctor’s confirmation that the medication will not affect their ability to test. If a Tester is recovering from illness or injury he should test only if confirmed as fully fit to do so. A Tester being on medication or recovering from illness will not normally be treated as mitigation for errors in testing.

7. The effectiveness of a Tester who is under severe emotional stress must also be suspect. If the stress is likely to affect the Tester’s ability to test they should not test. Similarly, Testers whose judgement may be affected by alcohol or other substances should not test. In either event, these factors will not normally be regarded as mitigation, however, each case will be treated on the merits of the evidence available. AEs should implement reasonable management controls to try to ensure that the Testers they use are in a fit condition to test.

3 Underlying Principles - Testers

1. The following principles relate to disciplinary action against Testers:
   a. In cases involving Tester’s judgement or minor procedural omissions or deviations from the testing system a Formal Warning will usually be issued on the first offence that in DVSA’s opinion justifies formal action;
   b. Where there is one or more instances of more serious procedural omissions or deviations from the testing standards this may lead to a Short Term Cessation;
   c. Where there are instances of significant procedural omissions (e.g. major elements of the test missed), significant negligence or significant malpractice, a single instance will usually lead to Cessation;
   d. A single serious incident of substandard testing that could have a significant effect on road safety will usually lead to Cessation;
   e. Cessation will usually be justified for a single case if the Tester is personally involved in an act which could also justify single offence cessation for an AE;
   f. Cessation will be justified if a Tester receives any conviction, as defined in Appendix 7 Convictions and Repute.
Discipline

- Cessation will be justified if a tester is deemed to no longer be of “good repute”, as defined in Appendix 7 Convictions and Repute.
- A Tester who has been required to stop testing because of failure to complete required training or demonstration tests but who continues to take part in testing, other than as an assistant, may have disciplinary action taken against them resulting in cessation.
- Where disciplinary action has resulted in the issue of a Formal Warning or Short Term Cessation letter this may be taken into consideration should further disciplinary action be contemplated. Such letters generally remain valid for 5 years from their date of issue, although this is reduced to 2 years in circumstances detailed in Appendix 8.4D.

4 Underlying Principles - Authorised Examiners

1. The following principles relate to disciplinary action against AEs:
   - Cessation will be considered where any individual involved in an Authorisation receives any conviction, as defined in Appendix 7 Convictions and Repute.
   - Cessation will be considered where any individual in an Authorisation is deemed to no longer be of “good repute”, as defined in Appendix 7 Convictions and Repute.
   - Except in the case of very serious infringements that DVSA consider to justify single offence cessation action, an AE will normally have been issued with a Formal Warning and given the opportunity to correct failings, before the subsequent offences under consideration lead to the cessation of Authorisation. Appendix 8.1 indicates the type of case usually considered to be very serious.
   - Where offences are serious enough to justify consideration for cessation, with the exception of single offence cessation, Short Term Cessation (with or without training) action will normally be considered in the first instance.
   - Where single offence cessation is considered, DVSA will take care to ensure that the offence justifies such serious action having regard to the risk to road safety and/or the repute of the MOT Service.
   - Normally, the points counted against an AE will be no less than those counted against the Tester for the same fault unless there is clear evidence of deceit by the Tester and the AE has not been remiss in the application of management controls and quality assurance. Tester shortcomings brought to DVSA’s attention by an AE as a result of management quality checks will not normally be counted against the AE.
   - Where disciplinary action has resulted in the issue of a Formal Warning or Short Term Cessation letter, this may be taken into consideration should further disciplinary action be contemplated. Such letters generally remain valid for 5 years from their date of issue, although this is reduced to 2 years in circumstances detailed in Appendix 8.4.D.
2. The following principles relate to disciplinary action against Multi site AEs:
   a. In considering cases involving AEs who operate at more than 1 site, each site will be treated separately in the first instance. If the repute of the MOT Service is considered to have suffered through the actions of the AE, DVSA has the right to issue a Notice of Cessation to the AE regarding all of the Authorised Examiners’ sites.
   
   If a specific site is subject to cessation for disciplinary reasons then no further sites will be authorised in the same catchment area within the period of cessation.
   
   Regardless of whether any individual sites are subject to Notices of Cessation, DVSA may review the overall effectiveness of that AE’s management system. If it appears to DVSA that there are problems affecting a significant proportion of sites DVSA may ask for an action plan to be prepared and implemented to improve the group performance. If problems continue, DVSA may consider granting no further Authorisations until the record of the remaining parts of the group has improved or, in severe cases issuing Notices of Cessation to part or all of the group. In considering the overall performance of the group, convictions relating to non-VTS sites within the group may also be taken into consideration.

   b. Where an Authorised Examiner has been shown on the balance of probabilities to be culpable of misdemeanours affecting all sites (e.g. deliberate failure of minor items to encourage trade) and the resulting accumulated disciplinary points are sufficient to warrant disciplinary action all sites may be issued with Notices of Cessation.

5 Disciplinary Action - How it Can Arise

Here are some examples of typical circumstances that can lead to disciplinary action against a Tester or AE - it is not an exhaustive list of all possible circumstances.

   a. A justified complaint where defects have been found on a vehicle previously given a test certificate; this is known as an 'inverted appeal'.

   b. A justified appeal against refusal to issue a test certificate; this is known as a 'statutory appeal'.

   c. A re-examination of a recently tested vehicle by DVSA revealing an incorrect pass/fail decision.

   d. An observed test where a vehicle (with or without induced defects) is submitted for examination by a 'mystery shopper' (a person posing as a customer) in order to check the Tester’s testing methods and/or standards (a 'mystery shopper' test) and those methods or standards appear to be inadequate/incorrect.

   e. An unobserved test with induced defects. This provides for leaving the vehicle at the VTS and collecting it later that day in order to check the Tester's testing methods and/or standards. Generally this is used to target sites where there are perceived standards issues or other enforcement methods are impracticable.

   f. An observed test when DVSA has asked for test procedures to be demonstrated by a Tester and these procedures have proved unsatisfactory.

   g. The recognition by DVSA of a deficiency in the operation of the MOT Service at a VTS.

   h. Other more involved investigations in cases where DVSA believe there may be significant abuses, which may include covert surveillance of sites offering MOT tests or at sites where potentially testable vehicles are present.

   i. Data analysis and/or intelligence may have triggered investigations leading to identification of a deficiency.
j. Involvement in offering a service that undermines MOT test standards and/or the integrity of the MOT testing service, such as removing or bypassing Emission control equipment or the “clocking” of odometer instruments.

*Note:* Serious corrosion will not normally be considered to warrant disciplinary action, for the application of incorrect testing standards, if it was reported more than three months after the original test. In the case of other defects, disciplinary action is unlikely to be considered if the fault was reported more than 28 days after the original test.

6 Points Evaluation and Possible Action

Points Evaluation

1. Shortcomings found are scored under a points system; the points for particular shortcomings (and for credits) are set out in the appendices listed below. Shortcomings not listed are allocated the same scores as others of similar seriousness.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Appendix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Offence Cessation</td>
<td>8.1</td>
</tr>
<tr>
<td>Incorrect test standards</td>
<td>8.2</td>
</tr>
<tr>
<td>Incorrect test methods</td>
<td>8.3</td>
</tr>
<tr>
<td>Incorrect operation of MOT Service</td>
<td>8.4</td>
</tr>
<tr>
<td>Credits</td>
<td>8.5</td>
</tr>
</tbody>
</table>

Action after Initial Assessment of Points

2. The course of action to be taken by DVSA will be determined by DVSA’s initial assessment of the number of points scored. A low score may lead to advice (see paragraph 4 below) being given to the Tester and/or AE, whereas a higher score may result in DVSA considering formal disciplinary action. In the later instance the case will be reviewed by DVSA to determine whether starting the formal disciplinary procedure is justified; if it is not, appropriate advice may be issued to the AE and/or Tester.

3. At the end of this section is a flow-chart showing the normal chain of events from the finding of shortcomings to the point at which action is considered.

Advice

4. If the points score from a visit or occurrence is below the level shown in the chart at the end of this section, advice will normally be given. It is not part of the formal disciplinary system and would not be considered directly in any future formal disciplinary action. However, it can be taken into account in considering the significance of mitigation offered in a formal disciplinary case arising within 5 years of the advice being given. For any advice to be used in this way it must be given in writing and this will normally be via a copy of the Vehicle Examiner’s report.

Formal Discipline

5. Formal disciplinary action will normally be initiated if the points score from a visit or occurrence is at or above the level shown in the chart at the end of this section.

7 Formal Disciplinary Procedure

1. Except in the circumstances mentioned in paragraph 13 and 14 of this sub-section, if formal disciplinary action is to be considered, a letter (referred to as a Contemplated Disciplinary letter) will be sent to each of those parties against whom action is being considered. The letter will be accompanied by copies of all documentary evidence.
that is being considered such as Vehicle Examiner’s reports or photographs, and will
invite written representations to be made about the case within 15 working days of
the date of the letter. In addition, if the maximum level of sanction indicated is
cessation, the Contemplated Disciplinary letter will note any previous Formal
Warnings and Short Term Cessation letters which will be considered in deciding what
action DVSA will take. Representations may also be made about these previous
cases as specified in the Contemplated Disciplinary Letter.

2. Once the deadline is passed, DVSA will consider the action to be taken. All
representations made by, or on behalf of, the Tester or AE will be studied, together
with the evidence and photographs sent along with the Contemplated Disciplinary
letter. Should any new evidence (other than clarification or confirmation of previous
evidence) be considered by DVSA, the Tester or AE will be given the opportunity to
comment on it.

3. The case will then be re-scored in light of all the evidence offered.

4. DVSA will review the evidence and representations on any previous Formal
Warnings and/or Short Term Cessation letters that are being considered. Any further
representations that have been made on those cases that have not previously been
formally reviewed and any new additional evidence about previous cases that have
been formally reviewed will be considered, and points already awarded for them may
be reduced by DVSA if thought appropriate.

Normal Level of Action

5. Where a case is judged serious enough to justify formal action, one of the following
options will be chosen:

a. A Formal Warning, a warning which will be taken into account in the event of
future formal disciplinary action. A Formal Warning may be accompanied by
a recommendation for additional training.

b. A Formal Warning as in ‘a’ above but with a requirement to successfully
complete additional training. The notice will also tell the Tester or AE that if
they do not complete and record evidence of the training they will be
prevented from testing from a date specified. That date will normally be 35
working days after the date of the notice. Once the training has been
successfully completed, testing rights will be restored. The case will still count
as a Formal Warning should any future disciplinary action be considered.

c. A Tester’s approval or AE’s authorisation will cease in the form of either a:
   i. Short Term Cessation, for a period of 28 calendar days;
   ii. Cessation, for a period of 2 or 5 years.

Testers and AEs will be notified of the final decision in writing along with any
condition attached to the outcome.

6 Where the outcome is either form of cessation a Tester or AE must reapply to be
accepted back into the MOT Service.

- A Tester must demonstrate they meet the acceptable criteria for becoming a
  Tester as specified in section E2 of the MOT Testing Guide. In addition they
  must also complete the required training and complete a practical
demonstration.

- An AE must demonstrate they meet the current Requirements for
  Authorisation and their AEDM must attend an MOT Managers course. In the
  case of a Short Term Cessation this may take the form of a declaration
  confirming the authorisation remains unchanged and the AEDM may have to
  attend an MOT Managers course if they have not done so in the previous 2
  years.

Note: DVSA will accept an application at any time after the issue of the Notice of
Cessation in respect to a Short Term Cessation. Testing may only resume after the
28 day cessation period and once these conditions have been met.

7. The maximum level of sanction normally considered appropriate for any particular points score is set out in the following appendices:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Appendix</th>
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</thead>
<tbody>
<tr>
<td>Testers</td>
<td>8.6</td>
</tr>
<tr>
<td>Authorised Examiners</td>
<td>8.7</td>
</tr>
</tbody>
</table>

8. If the maximum level of sanction indicated is cessation, credits will be given for certain positive steps taken to ensure satisfactory testing standards and positive evidence of satisfactory testing. These credits are set out in Appendix 8.5. Credit points will not normally be considered in cases where single offence cessation is appropriate.

9. Additionally, in the case of an AE, if evidence is offered of the operation of a quality-control or quality management regime significantly better than the minimum acceptable to DVSA, this will be taken into consideration and could lead to a reduction in the level of sanction taken.

**Notice of Cessation**

10. Where cessation is the outcome of formal disciplinary action this will normally become effective 35 working days after the issue of a Notice of Cessation. In the case of Cessation for 2 or 5 years this period may be reduced (i.e. the notice has early effect) should DVSA believe there to be a serious risk to road safety.
11. For a Tester the notice period before cessation becomes effective may be reduced to;
   a. 10 working days if the particular case justifies more than 100 points after any credits have been taken into account; or
   b. 1 day if the particular case justifies 500 points or more.

12. For an AE the notice period before cessation becomes effective may be reduced to;
   a. 10 working days if the particular case justifies 200 points or more after any credits have been considered and previous Formal Warnings and/or Short Term Cessations justifying a total of 140 points or more are still valid; or
   b. 1 day if the case being considered justifies single offence cessation under Appendix 8.1, paragraphs A1; A2 (where the conviction is for a very serious offence in connection with the MOT Service or motor trade); A3d, A4e or A4f.

13. Cessation may be implemented with 1 days’ notice (without DVSA first issuing the normal Contemplated Disciplinary letter or considering any representation) in a few very serious cases that DVSA sees as representing a very significant risk to road safety or the integrity of the MOT Service.

14. Cessations in relation to convictions or repute, as defined in Appendix 7 Convictions and Repute will normally be implemented for:
   a. The AE, 28 days after the DVSA have been notified.
   b. A Tester, with immediate effect.

**Period of cessation for Testers**

15. When a Tester ceases to be approved for disciplinary reasons, this will normally be for:
   - 28 calendar days in the case of Short-Term Cessation, or
   - 2 years, the period may be extended to 5 years where the cessation results from serious fraud, dishonesty or gross negligence under Appendix 8.1.
   - An Indefinite period, where cessation has been actioned in relation to conviction or repute, as defined in Appendix 7 Convictions and Repute.

**Period of cessation for Authorised Examiners**

16. When an AE has ceased to be authorised for disciplinary reasons this will normally be for:
   - 28 calendar days in the case of Short-Term Cessation, or
   - 5 years, although this is reduced to 2 years in circumstances detailed in Appendix 8.4.D and apply to the legal entity which is the AE (see Section B1 paragraph 5) and also to the individuals mentioned in Section B3 paragraph 7.
   - An indefinite period, where cessation has been actioned in relation to conviction or repute, as defined in Appendix 7 Convictions and Repute.

8 Appeals against Cessation.

1. Testers who have ceased to be approved and AEs who have ceased to be authorised following disciplinary action may appeal against the action to the Secretary of State.

2. An AE or Tester wishing to lodge such an appeal must do so in writing, as soon as possible and no later than 14 days after the date of the Notice of Cessation, via the DVSA Office that notified the decision. Cessation will take effect on the date notified even if the appeal is still under consideration. The Secretary of State has delegated the decision on such appeals to the Chief Executive of DVSA who is supported by a wholly independent section.
Informal Hearings

3. An appellant may ask for an informal hearing, guidance on which can be found in Appendix 8.8.

9 Formal Warning Review

There is currently no statutory right for a Tester or AE to appeal against the issue of a Formal Warning at the time it is issued however, there is a non-statutory provision for a Tester or AE to request a review of a Formal Warning.

If a Tester or AE believes that the issue of a current Formal Warning was unjustified, and/or the disciplinary points allocation was excessive he may request a review of the decision.

A Tester or AE wishing to request such a review must do so in writing - no later than 14 days after the date of issue of the Formal Warning letter – via the DVSA Office that issued the Formal Warning. The Formal Warning will be independently reviewed by the DVSA MOT Appeals Section.

Where cessation is contemplated and previous Formal Warnings cited, Testers and AEs may make representations about all cited Formal Warnings, irrespective of those that have already been formally reviewed.
10 Disciplinary Action Flow Chart

Deficiencies found and evaluated

Points score 30 or more? (See App. 8)

Yes

Prepare Disciplinary Action Report and gather any additional information needed (e.g. training and QC records)

No

Advice

Does evidence justify consideration of formal disciplinary action?

Yes

Issue Contemplated Disciplinary letter that references all the other warnings that will be taken into consideration. Current relevant credit points (App. 8.5) should be stated.

No

Period for representations expired. Non-receipt of representations to be followed up before considering case without representations.

1. Examine current case and re-score in light of representations and other evidence.
2. Re-score previous cases in light of additional representations.

Consider action on NT and AE separately (NT first) according to appropriate charts.
Vehicle Prohibitions

Contents

1 Prohibitions General
2 Role of the VTS
J1 Prohibitions General

1. DVSA's Examiners and specially authorised Police Officers have the power to issue prohibition notices (PG9) to prevent use on public roads of any vehicle found to be defective. In serious cases the prohibition has immediate effect, but in less serious cases, its effective date may be delayed for up to ten days.

2. If a prohibition notice is issued to a vehicle of a class which requires a test certificate, or which would normally only require a test certificate if it was older, that notice can be lifted only through the following procedure:
   a. the defect or defects noted on the prohibition notice must be remedied - as must any other defects that would prevent the vehicle from passing an MOT test;
   b. the vehicle must be submitted for and pass a normal MOT test which has to be carried out by a suitable VTS in the normal way and have a test certificate issued;
   c. the test certificate must be presented at any Police station together with the PG9;
   d. the Police will issue a clearance notice (PG10) removing the prohibition;
   e. if the PG9 was issued by a DVSA Examiner, the vehicle owner or operator must notify DVSA's via the Customer Service Centre that the prohibition has been cleared.

J2 Role of the VTS

1. It is an offence to move a prohibited vehicle on a public road except in limited and clearly defined circumstances that are listed in the notes on the prohibition notice. Where asked to carry out a test on a vehicle that has a prohibition notice in force, it is essential - to protect the vehicle owner and driver from prosecution - that a firm appointment with the VTS is made and recorded. To protect the AE and his staff from prosecution, the AE must ensure that, while the vehicle is in the custody of the VTS, it is not driven on the road unless such driving is considered necessary for:
   a. test runs following repairs or rectification, within 3 miles of the place of repair;
   or
   b. conducting the MOT test itself.

2. A prohibited vehicle submitted for test must be treated in all aspects as a normal MOT, concluding with the issue of the appropriate documentation. However, if you are asked to rectify the defects as well this should not be done during the test.
Police Vehicle Defect Rectification Scheme

Contents

K1 Introduction

K2 Vehicle Defect Form

K3 Role of the VTS

K4 Fee
K1 Introduction
1. At the end of 1986 all police forces in England, Wales and Scotland introduced Vehicle Defect Rectification Schemes (VDRS). The aim was to improve road safety by checking that defects noted by the police are put right, something that prosecution does not necessarily ensure. AEs are invited to take part in the VDRS scheme because of their experience in such work, but co-operation is voluntary.
2. Queries about the procedure, the content or completion of defect forms (see 3 below) and other relevant matters should be directed to the police force that issued the document, not the Department or DVSA.

K2 Vehicle Defect Form
1. When a police officer finds a fault on any vehicle that is, or will be, required to have an MOT test certificate, they may issue a Vehicle Defect Rectification Form instead of advising or prosecuting the driver or issuing a prohibition notice. Once the defect is rectified, the form is endorsed by a Tester to confirm that this has been done adequately. The driver and/or owner must then return the completed form in the manner instructed on the form within the specified time, usually 14 days to avoid prosecution for the defects. Alternatively, to avoid prosecution, the driver and/or owner may produce evidence that the vehicle has been scrapped.

K3 Role of the VTS
1. A VTS may be asked to verify that the faults have been rectified and to endorse the form, or to rectify the faults as well. If a vehicle is presented at a VTS that is not authorised to test that class of vehicle, the driver should be told to go to an appropriate station (unless the defects are absolutely straightforward, e.g. a light not working).
2. A Tester should carry out the examination and once satisfied that all defects listed on the form (whether an MOT testable defect or not) have been properly rectified complete the appropriate section. If the Tester cannot satisfy them self that the defects listed have been rectified they must not endorse the form. The Tester need only be satisfied that the listed defects have been rectified; other faults that may be noted during the examination should be brought to the attention of the presenter.
3. To endorse the form you may use any embossing stamp or ordinary rubber stamp that includes the business name and phone number. Ideally this should also include your VTS number but this can be added by hand if you don't have a stamp that includes it.

K4 Fee
1. There is no set fee for this examination; the charge is a commercial matter for agreement between the presenter and the VTS.

Note: It must be emphasised that this police initiated examination is quite separate from the statutory testing duties. The vehicle must not be registered via the MOT Testing Service and MOT Documents must not be used in connection with it. However, any malpractice in connection with the VDRS scheme could lead to loss of repute and disciplinary action against AEs or Testers within the MOT Service.
Contents

L1 Test Fees
L2 Retest Fees
L3 Duplicate, Replacement and Exchange Certificate Fees
L4 Value Added Tax, Credit Card Payments and Appeal Fees
L5 Test Slot Charges
L6 MOT Accounts
   1 MOT Account
   2 Methods of paying for Slots
   3 Account Refunds
Contents

L1 Test fees
1. Where statutory fees for testing are reviewed AE’s will be formally advised of any changes.
2. The fees are the maximum that may be charged. AEs are permitted to charge less than the statutory fee for a test, a retest or for a duplicate test certificate. It is stressed that, irrespective of the fee charged, the required examination must be carried out in full and in accordance with the Department’s requirements. Failure to do so may result in the cessation of the AE’s authorisation and Testers approval to test.

Current statutory maximum test fees are notified periodically via a Special Notice and the MOT Test Fees and Appeals Poster which must be publicly displayed on, or adjacent to, the MOT Notice Board from the date specified in the Special Notice.

L2 Retest Fees
1. An AE/VTS must not charge a retest fee if:
   a. The vehicle stays at the Vehicle Test Station at which the examination took place so that defects on testable items can be repaired and the vehicle is retested before the end of the 10th working day following the day of the initial test. It should be noted that the vehicle must remain at the Vehicle Test Station and it must not leave the vehicle test station at any time;  
   or
   b. (i) The vehicle is retested at the same Vehicle Test Station where the vehicle failed the test before the end of the next working day on which testing is carried out; and
   (ii) The vehicle has only failed for one or more of the following;
       Access panels, battery, bonnet, boot lid, brake pedal anti-slip, break glass hammer**, doors (including hinges, catches and pillars), door open warning device**, dropsides, electrical wiring, emergency exits and signs**, entrance door remote control**, entrance/exit steps**, fuel filler cap, horn, lamps (excluding headlamp aim), headlamp cleaning or levelling devices (not requiring a headlamp aim check), loading door, main beam ‘tell-tale’, mirrors, rear reflectors, registration plates, seat belts (but not anchorages), seat belt load limiter, seat belt pre-tensioner, seats, sharp edges or projections, stairs**, steering wheel, tailboard, tailgate, towbars (excluding body around anchorage points), trailer electrical sockets, tyre pressure monitoring system, vehicle identification number (VIN), windscrew and glass, windscreen wipers/washers, wheels* and tyres* (* excludes class 1 and 2, ** class 5 only).

Note: The Vehicle Testing Station must not have undergone a change in ownership during this period. If the vehicle test station has undergone a change of ownership none of the above applies and a full test must be carried out for which a full fee may be charged.

Note: Where the vehicle fails the test and the vehicle is repaired and subsequently re-examined using the PRS facility, see Section B5 paragraph 9, no further test fee can be charged for the re-examination.

2. If the vehicle is removed from the vehicle test station for repair and returned to the same VTS (provided the test station does not change ownership) and is retested before the end of the 10th working day following the day of the initial test, then only a partial retest is needed and a retest fee of up to half the statutory maximum test fee may be charged.
Accounts and Fees

3. Where, on initial test, a vehicle in Class 4A or 5A passes on all aspects of seat belt installation but fails in other areas that are part of the Class 4 or 5 test respectively, they may be retested as a Class 4 or 5. This must be done at the same VTS where the vehicle was originally failed as a Class 4A or 5A. The total number of belts fitted at the time of retest must be no more than were fitted at the original test. The Tester issuing the original VT30 must endorse it to the effect that the seat belt installation check standards have been met and showing the number of belts installed. That Tester (and the AE) will be accountable for the standards applied in the installation check. The fee charged for such a retest will depend on the failure items and circumstances involved. If the conditions set out in L2 paragraph 1 above apply then no fee may be charged. If the vehicle is returned before the end of 10 working days then half the statutory maximum fee may be charged, otherwise the fee charged may be up to the statutory maximum permitted for Class 4 or 5 as appropriate to the number of seats.

4. Vehicles which remain at the vehicle test station for repair and re-examination 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 statutory maximum test fee for the class of vehicle being tested may be charged.

Note: Only one partial re-examination is permissible per full examination.
Note: The vehicle testing station must not have undergone a change ownership during this period.

L3 Duplicate, Replacement and Exchange Certificate Fees

1. The maximum fee for any duplicate test certificate is £10. A duplicate certificate is that issued in accordance with Section H4 when an original has been lost or damaged.

2. No fee may be charged for the issue of a replacement test certificate (i.e. a test certificate issued because an error was made on the original test certificate). A replacement test certificate is one issued in accordance with Section H4 when a Tester is satisfied that some of the information entered on the original certificate is wrong.

3. No fee may be charged for ‘Exchange’ documents. See Section H4.

L4 Value Added Tax, Credit Card Payments and Appeal Fees

1. Test fees themselves are not currently subject to Value Added Tax (VAT), although where a vehicle presenter re-charges their client an amount greater than the test fee actually charged, VAT may be chargeable on some or all of that re-charge. Any enquiries on this subject should be directed to the local VAT office.

2. Where an AE accepts payment for an MOT by credit/debit card, they must not add an additional amount to the test fee to cover any administration fee if it results in the cost exceeding the maximum test fee chargeable. The customer should not be expected to cover any additional costs over and above the maximum charge for the MOT. DVSA may consider action against any AE found to be charging a fee higher than the maximum.

If the AE is discounting the fee and the extra charge does not cause a payment in excess of the maximum fee this is acceptable.

3. The fee payable to DVSA for an appeal against the refusal of a test certificate is the maximum fee for the appropriate vehicle class. This fee may be returned, in part or fully, if DVSA agrees that the appeal was justified.
 Accounts and Fees

L5. Test Slot Charges
AE’s are required to pay a charge to DVSA for each test pass recorded on the MOT Testing Service. Test Slots must be purchased in advance. The registration of a new test or retest at a VTS will not be permitted if the AE does not have at least one test slot available.

Note: Test slots used by DVSA during the course of an appeal will not be deducted from the AE account.

L6. MOT Accounts
1. Every Authorised Examiner has a slot account that will hold all the test slots purchased by the AE.
Vehicle test stations controlled by the AE take from this ‘pool’ of slots. An AE may monitor their account usage at any time via the MOT Testing Service.

Slots can be purchased by any person in the AE holding the role of AEDM or AED.

Payments and any credits due to an AE will be processed through DVSA’s Finance Department.

AE’s experiencing problems buying slots or with the slot account updating should contact the MOT Testing Service desk (See Appendix 9).

AEs should be aware that payments that are refused by their banks or building societies will have their payment reversed from the system by taking away the amount of unpaid slots purchased. These unsatisfactory actions may affect the repute of an AE.

2. Methods of paying for Slots:
An AE can pay for slots using the following preferred methods:

- Debit and credit cards
- or
- Direct debit.

AE’s may also pay by cheque or postal order, a form will have to be completed which is available on-line.

Whichever method is used, AE’s should monitor their slot balance regularly.

Payments cannot be paid into their accounts at a GVTS.

AEs that choose the Direct Debit method to pay for slots should be aware that it can take up to 5 working days for your slot account to be updated.

AEs are reminded that should their authorisation cease completely, they will need to cancel the direct debit mandate. This can be done on the MOT Testing Service or directly with their bank.
3. **Account Refunds**

   A refund may be available for unused slots if the AE has ceased to be Approved or to test.

   **AE no longer Approved**

   If the AE has ceased; AEs must complete and send the slot refund request form to Motadmin@dvsa.gov.uk who will progress the refund along with other actions relating to garage or AE closure. The refund will be completed by DVSA Finance Swansea.

   **Reduce AE Slot account balance**

   Exceptionally, an AE may request a refund to reduce the slot balance. The AE must complete a slot refund request form and send it directly to:

   finance.ar@dvsa.gov.uk

   It will take approximately 14 days from the date the refund request is processed to when the cheque is generated and sent to the AE.
# Contents

1. Introduction

2. Roles and Responsibilities
   2.1 Mandatory Roles
      a. Authorised Examiner Designated Manager (AEDM)
      b. Site Manager (SM)
      c. Tester
   2.2 Non-mandatory Roles
      a. AE Delegate (AED)
      b. VTS Site Admin (SA)
      c. Authorised Examiner Consultant (AEC)

3. How to Organise Roles Within an Authorisation
   a. Sole Trader or partnership with one VTS
   b. Sole trader or partnership with more than one VTS
   c. Companies
   d. Designated Councils

4. VTS Testing Scheme Rules Controlled by the System

5. Contingency Review procedures

6. MOT Testing Service Security
1. **Introduction**

To guard against unauthorised use, the MOT Testing Service can only be accessed by authorised personnel who can satisfy the security requirements and are known to the system. To identify themselves, they must use their User Identification number, password and MOT Security Card. Each user must only use their own personal MOT Security Card and Password. Each user will have a set of tasks (or functions) that they are allowed to perform. For convenience, these tasks are grouped together into ‘roles’ (e.g. Tester, VTS administrator). A person may have more than one role depending on how the AE wishes to set up his business within normal DVSA rules. When a user logs on to the MOT testing service, the service checks what roles the user holds and gives them access only to the appropriate functions.

The roles of AEDM (Authorised Examiner Designated Manager) will be assigned by DVSA from the information supplied by the AE during the application process. The AEDM will be responsible for assigning other roles within their organisation and VTS. The authorisation of a Tester can only be removed by DVSA, but their name can be added or removed from the List of Testers by appropriate role holders.

**Note:** Designated Councils and their Inspectors are treated as if they were AEs or Testers in relation to the roles described in this section.

2. **Roles and Responsibilities**

The following describes the roles within an Authorisation that has access to the MOT Testing Service. Each role will have a specified set of functions it is allowed to perform.

2.1. **Mandatory Roles**

Some of the roles are mandatory so that the VTS can operate. The minimum requirement is that a VTS must have a person assigned the roles of AEDM, SM and Tester, these roles may be assigned to one person as in the case of a sole trader who is the AEDM as well as the Tester.

a. **Authorised Examiner Designated Manager (AEDM)**

Only one AEDM is allowed per Authorisation. The person who will exercise the most direct control over the MOT testing must hold this role. This must be the sole trader, a partner, or in the case of a company a director or officer of the company. The AEDM must have direct responsibility for MOT testing at all VTS sites within an Authorisation. Authorisations granted after 31 March 1995 must normally have an AEDM who has attended an MOT Management course or the previously titled, Authorised Examiner’s course. (See Appendix 1 for further conditions relating to the training requirements of this role).

In the case of large organisations with multiple sites the AE may nominate the senior manager who has direct responsibility for all MOT testing operations at all sites; to perform the AEDM role. This person must have successfully attended a Level 3 Award in MOT Test Centre Management or have attended the previously named MOT Managers’ Course or Authorised Examiners’ course.

The AEDM will need an MOT security card to access the MOT Testing Service. He will need to receive and activate his card before he can allocate roles to any other user, purchase MOT slots or conduct MOT Tests.

**Note:** This role does not devolve the ultimate responsibility held by the AE.
b. **Site Manager (SM)**
   This is the role responsible for the day to day running of one or more VTSs. The SM can carry out VTS management, and non-testing functions e.g. assign users within a VTS. Normally there will be only one SM per VTS, however, in some cases there may be a requirement to have more than one SM listed against a VTS.
   
   Many smaller single site AEs, may well choose to assign the SM role to the AEDM, larger single site businesses may allocate it to another manager or supervisor. The decision on how many SM roles are needed and to whom they are given is left to the AEDM based on how the business is run.

c. **Tester**
   A person appointed by an AE to carry out tests, who is approved by DVSA.

2.2. **Non-mandatory Roles**

These are roles that the AEDM may assign to a member of their staff in order to assist them in the day to day running of their organisation.

a. **AE Delegate (AED)**
   This role may be used by AEDMs to allow another person to carry out most administrative tasks on their behalf. The role is intended to be used:
   
   i. to provide cover for holidays and other times when the AEDM does not have ready access to the MOT Testing Service; and
   
   ii. In large Authorisations to ease the administrative work of the sole AEDM. If due to unplanned events an AEDM is not available and has not appointed an AED, DVSA may assign the AED role when appropriate.

   **Note:** This role does not devolve the ultimate responsibility held by the AE.

b. **VTS Admin**
   This role can carry out VTS administrative functions.

c) **Authorised Examiner Consultant**
   The Authorised Examiner Consultant (AEC) role may be assigned to consultants AE’s use to provide advice on MOT standards and how to run the MOT centre.

   The role lets the consultant view:
   
   - test quality information.
   - test logs.
   - tester annual assessment certificates.
   - site review outcomes.

   They cannot carry out any other actions, such as buying slots, starting tests or assign roles.

3. **How to organise Roles within an Authorisation**

The management structure of the Authorisation will dictate who fills a particular role. The following examples are suggestions only and can be varied to suit the particular
Authorisation:

a. **Sole trader or partnership with one VTS.**
   In these types of Authorisation the sole trader or one of the partners must have the role of AEDM assigned to them by DVSA. The minimum roles that are required for the operation of a VTS are; AEDM, SM and Tester, one person may hold all of these roles. Other roles such as AED and SA, which perform a specific function, can be assigned to other persons.

b. **Sole trader or partnership with more than one VTS.**
   These Authorisations will be set up in the same manner as ‘a’ above. However for each VTS there must be an SM, though a person can be an SM of more than one VTS. It would be up to the Sole Trader or Partners to decide the distribution of the other roles within their organisation.

c. **Companies**
   In these types of organisations, the AE is the company itself and there must be an AEDM role assigned, usually to a director or the officer of the company having direct responsibility for all MOT testing operations. It would be up to the Company to decide the distribution of the other roles within their organisation.

d. **Designated Councils**
   These will be treated in the same way as companies see ‘c’ above. The position of AEDM should be assigned to someone who is able to speak on behalf of the Council and who has direct responsibility for all MOT testing.

4. **VTS Testing Service Rules Controlled by the System**
   Within the MOT Testing Service, a number of business rules for AEs and Testers set out in the MOT Testing Guide are automatically enforced, that is, if the data held in the system does not indicate compliance, then testing is not permitted.

   Testers should be aware that it is extremely important to regularly check for new notifications and Special Notices on their home page and ensure they are read.

5. **Contingency Review Procedures**
   See section N

6. **MOT Testing Service System Security**
   AEs should be aware of their responsibility for the security of the MOT Testing Service.
   
   - MOT Testing Service facilities are to be used only for legitimate MOT business.
   
   The system is continuously monitored to detect unauthorised access and transactions,
   
   AEs are responsible for ensuring that their staff do not:
   
   - disclose their Password to anyone;
   - make unauthorised copies of software or data;
   - attempt to gain unauthorised access to MOT Testing Service functions or data;
   - make unauthorised alterations to the system or application configuration or software;
   - disclose to unauthorised individuals or organisations personal or sensitive information held on the system;
• misuse the system for unofficial business or illegal activities;
• use IDs belonging to other users or allow other people to use their ID.

Note: Do not disclose your Password to anyone. Nobody, including MOT service desk operatives or DVSA staff, is authorised to ask you for your password. Users must report any request to disclose their Password (or requests to change their Password to a particular value) to the DVSA Customer Service Centre.
Contents

1 Introduction

2 Contingency Testing CT
   2.1 Authorising CT
   2.2 Contingency Testing Incident Code
   2.3 CT Test Documentation
   2.4 Vehicle Registration Process during Contingency Testing
   2.5 Completion of Documents
      a. Contingency MOT Test Certificate – CT20
      b. Contingency Refusal of an MOT Test Certificate – CT30
      c. MOT Inspection Check List – VT29/29M
   2.6 Emissions Printouts
   2.7 Refusal to Test
   2.8 CT Catch-Up
   2.9 Incomplete Tests Prior to CT
   2.10 Errors Noted During Catch Up
   2.11 VTS Test Log
   2.12 Exchange CT Test Documentation
   2.13 Duplicate and Replacement Certificates
   2.14 Storage Requirements for CT Certificates
   2.15 Changes in Testing Staff

Examples of Contingency Testing Documentation

Example 1 CT20 Contingency Test Certificate (Normal)
Example 2 CT30 Refusal of an MOT Test Certificate (CT Normal Failure)
1. **Introduction**

When the MOT Testing Service is not available, users must follow contingency procedures in order that MOT Testing can continue and customers are able to receive relevant documentation. MOT central records can be updated later with test details.

2. **Contingency Testing (CT)**

Contingency test procedures will be invoked by MOT Testing Service Desk when the MOT Testing Service is not available due to an ‘*authorised outage*’.

An authorised outage is defined as:

- the service being unavailable or parts of it not working because of DVSA technical problems.
- a widespread broadband communication outage.

Contingency testing **must not** be used when IT equipment or services at a VTS stops working this includes:

- IT equipment
- Internet connection
- Printers

AEs are responsible for repair of this equipment or service and MOT testing must stop until the fault has been rectified.

During Contingency Testing test documents are hand written without contacting the MOT Testing Service Desk. When normal service resumes all tests carried out under CT conditions must be input onto MOT central records. (See sect 2.8)

Testers must attempt a normal registration on MOT Testing Service every occasion before starting a new test.

2.1 **Authorising CT**

Users who experience a problem accessing MOT Testing Service should first check the service status page online using the following link:

https://mattersoftesting.blog.gov.uk/mot-testing-service-status/

This page will advise on any problems with the service and if appropriate may display the Contingency Testing Code. If the status page says the service is running normally and you are still experiencing problems contact the DVSA Service Desk.

If an automated message deals with the particular problem **please do not continue with the call**, there is no need to speak with an operator.

Where VTS’s are unable to contact the DVSA Service Desk, they should phone the DVSA Customer Service Centre.

2.2 **Contingency Testing Incident Code**

The Code will be used to validate any MOT documentation issued during the period of the contingency testing.

VTS’s must not test using CT procedures without a valid incident code.

A Contingency code will last for one day, in the event of multiple authorised outages the same code will be used however; a new code is required for each new day an authorised outage lasts.
Note: The fault tracking incident number issued by the DVSA Business Service Desk during the reporting of a fault is not the same as a CT incident code and must not be entered on any MOT documentation.

2.3 CT Test Documentation

Before any CT test is started the VTS must have the required test documentation that may be necessary to complete the test. Backdating a test certificate or carrying out an MOT test without issuing the proper document may lead to formal disciplinary action being taken.

The documents are automatically filled in with the VTS name, number and address for security purposes.

VTS’s must download from MTS at least one copy of each certificate:

- Contingency MOT test certificate (CT20)
- Contingency refusal of an MOT test certificate (CT30)

Copies may be saved on a PC or Tablet and printed when needed.

and/or

Hard copies may be kept and photocopied as required.

MOT Inspection Check List - VT29/VT29M will also be required during contingency testing.

2.4 Vehicle Registration Process during Contingency Testing

When registering a test in Contingency the Tester must collect all the following information using a VT29/VT29M. Additional information required during CT should be recorded on the blank reverse side of the form.

- VRM. The registration mark entered on the VT29/VT29M must be that actually carried by the vehicle at the time of test using only standard alpha numeric format. If both military and civilian marks are displayed the civilian mark is to be used. If the vehicle does not display a registration mark, ‘NOT DISPLAYED’ must be written in this section. If a non-UK registration mark is displayed, that should still be entered in this section.

- VIN, chassis number or frame number, where present.

The full VIN, chassis or frame number must be entered onto the VT29/VT29M. If a VIN, chassis or frame number is not required due to the age of the vehicle, if one cannot be found, or is unreadable the box should be endorsed ‘NOT FOUND’.

Note: If the VIN is less than the standard 17 characters it is not necessary to add or repeat digits in order to make the VIN/chassis entry 17 characters in length.

- Vehicle Make and Model (including Design Gross Weight where applicable)
- Approximate Date of First Use
- Colour e.g. basic colour e.g. ‘Red’ not the manufactures designation.
- Fuel Type
- Test Class and vehicle category
- Odometer Reading
- Engine Code, where present
- Engine number, where present
• Country of registration

When all of the above vehicle information has been obtained, a test may commence as appropriate and the VT29/VT29M is used in the normal way to record the test result. The tester must record defects including their severity, any advisory items and brake test readings.

2.5 Completion of Documents

At the end of a Test or Re-test, the appropriate Contingency Test documentation must be completed and issued to the vehicle presenter.

All CT documents must be hand written using a ballpoint pen. Entries on test certificates must be written clearly and firmly to ensure that any subsequent attempt to alter them will be obvious. Any box that is not used must be clearly marked as not applicable, e.g. ‘N/A’.

Documents showing errors or alterations must not be issued. All alterations or errors must be clearly marked as ‘cancelled’ however; there is no requirement to retain the cancelled document.

A second copy of all CT20 and CT30 certificates issued during contingency testing must be retained by the VTS.

a. CT20 Test Certificate must be completed as follows:

• Contingency MOT Test Number
  This is the 8-digit alpha numeric number (Contingency Code) supplied by the DVSA Service Desk.

• Registration Mark
  Copied from the vehicle.

• VIN or Chassis/Frame Number
  Either the full VIN/Chassis/frame as quoted or NOT FOUND.

• EU Classification
  The EU classifications with their vehicle descriptions can be found in the introduction section of the MOT Inspection manual.

• Country of Registration

• Odometer Reading
  The odometer reading displayed at the time of test and units (‘miles’ or ‘Km’) must be entered.

  If no odometer reading is displayed, then ‘NOT DISPLAYED’ should be written in this section.

  There is no requirement to record the odometer reading history.

• Method of Writing Dates and Times
  The months of issue and expiry of a test certificate must always be put first followed by the day and year. No space must be left in which figures can be inserted.

  Two numbers must always be used in the day of the month. (e.g. May 01st 2016 Sixteen). The last 2 figures of the year must also be entered in words to prevent alteration. The time should be shown using the 24 hour clock e.g. 2.40 p.m. should be shown as 14:40.
• **Expiry Date of Certificate**  
  The CT20 Certificate ‘expiry date’ must only be 12 months less one day from the date of the test itself irrespective of whether a current test certificate still has time to run or it is an early first test.

  When the service is restored, the odometer reading history and any additional time due as a result of permitted early testing will be added automatically to the test record and included on the exchange certificate.

• **Minor defects and advisories**  
  Record all minor defects and any advisories, numbered sequentially. Defect descriptions must reflect the wording that would be printed if the system was operating normally in order that the information produced on exchange documents after Catch Up matches the hand written version produced under CT.

  If there is insufficient room then continue on another CT20. Where more than one sheet is required then each should be numbered at the bottom of the page e.g. 1 of 2, 2 of 2.

b. **Contingency Refusal of an MOT Test Certificate (CT30) must be completed as follows:**

  The CT30 must be issued to notify the vehicle presenter of any defects

  • **CT Number and Vehicle details**
    
    The CT30 must clearly show the CT incident code and the required Vehicle details as described for the CT20.

  • **Defects**
    
    Record all defects, including the defect severity; dangerous, major, minor and any advisories, numbered sequentially. Defect descriptions recorded must reflect the wording that would be printed if the system was operating normally in order that the information produced on exchange documents after Catch Up matches the hand written version produced under CT.

    If there is insufficient room then continue on another CT30. Where more than one sheet is required then each should be numbered at the bottom of the page e.g. 1 of 2, 2 of 2.

  • **Re-Tests**
    
    Where a vehicle fails a re-test a new CT30 must be completed. Copies of all CT30 Refusal Notices must be retained as specified. (See Section H5).

c. **MOT Inspection Check List - VT29/29M**

  When testing in Contingency Testing; Testers **must** use this form to record vehicle details and any identified defects. This must include the defect severity; dangerous, major, minor and any advisories with sufficient detail to aid the completion of CT documents and accurate data entry during CT Catch Up.

  The VT29/29M must be retained as specified. (See Section H5).

  Where a vehicle undergoes a partial re-test the following details must be recorded against the original VT29 for the re-test. (as per Section N Example 5)

  • The statement “Re-tested” must be written next to the defects plus any new advisory defects.

  • If the repaired defect is satisfactory tick the appropriate ‘Pass’ box.
• This form is available to print from the MOT Testing Service or on-line at https://www.gov.uk/topic/mot/forms.
• It may also be used to record any advisory items found.

2.6 Emissions Printouts
Relevant emissions printouts are to be treated in the normal way and must be retained for 3 months following the requirement of Section H.5 of this Guide.

2.7 Refusal to Test
A hand completed CT30 should be issued to any vehicle presenter who requests written confirmation of the reason why the Tester has refused to test their vehicle. This CT30 must be hand written ballpoint pen.

No copy of this CT30 needs to be retained as it is not recorded on MOT central records. See Section B5.4 and Appendix 3 of this Guide for the reasons why a Tester may refuse to test a vehicle.

2.8 CT Catch Up
Catch Up is the process for entering CT test result details onto MOT central records.

Catch up must be completed as soon as the service becomes available again.

Note: Only the original test details are entered, duplicates are not recorded. If, as a result of an error on a CT certificate, a replacement CT certificate has been issued before the test has been caught up, the details entered at Catch Up should be those shown on the replacement certificate including the time and date of the actual test.

After normal service has been resumed, VTS’s must ensure that all CT tests carried out have been entered onto MOT central records.

In order to check this, Site Managers must view or print off the VTS Test Log and compare this with the Test documentation issued during CT.

Once Site Managers (SM) are satisfied that this has been correctly done, CT documentation should be retained as specified. (See Section H5).

If any outstanding CT tests come to light, these tests must be ‘caught up’ immediately.

Testers are required to perform Catch Up for their own tests however another Tester at the same VTS may under exceptional circumstances perform Catch Up tests on behalf of other Testers.

Any Tester entering results on behalf of another tester should choose ‘Other’ on the contingency result entry screen and record the following in the ‘Reasons’ box:
• the original testers name
• the original testers User ID

2.9 Incomplete Tests Prior to CT
If you have registered a test but not completed entering the results when the system fails, when the system returns to normal the incomplete test will still be present. Continue as follows:
• If the date is the same date as when the test was started this test
2.10 Errors Noted During Catch Up

In some circumstances an error on a CT certificate may be noted at Catch Up (e.g. In trying to match with previous test records you may spot that you have transposed the characters in the VIN). If this happens, record the correct information on the VTS copy of the CT document issued and use the details you now know to be correct to perform Catch Up.

2.11 VTS Test Log

When the SM considers that all CT tests have been recorded onto MOT central records (Catch Up) SMs must view or print off the VTS Test Log. This will enable the SM to check and ensure all tests carried out under CT conditions have been recorded onto MOT Testing Service.

2.12 Exchange CT Test Documentation

Test documentation issued under CT must be exchanged for printed versions at the original VTS if requested. No charge can be made for this service. The required exchange documents should be produced using the ‘Issue Duplicate Test Documents’ process.

The original test details recorded during CT must be recorded on MOT central records, using Catch Up, before exchange documents can be printed.

Any returned hand-written test documentation must be retained by the VTS. CT certificates must be marked ‘exchanged’ and stapled to the corresponding copy CT documentation where available.

2.13 Duplicate and Replacement Certificates

The procedures for producing these vary, dependent upon the time of the original test and when the Duplicate or Replacement was requested. Follow the guide below:

<table>
<thead>
<tr>
<th>Original Test</th>
<th>When Duplicate/Replacement requested</th>
<th>See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the CT incident</td>
<td>During the CT incident</td>
<td>2.13a</td>
</tr>
<tr>
<td>CT Test</td>
<td>During the CT incident</td>
<td>2.13b &amp; c/d</td>
</tr>
<tr>
<td>CT Test</td>
<td>After CT but before Catch Up</td>
<td>2.13e</td>
</tr>
<tr>
<td>CT Test</td>
<td>After CT and Catch Up</td>
<td>2.13f</td>
</tr>
</tbody>
</table>

1. **CT certificates must not** be used to provide duplicates or replacements of certificates that have already been recorded on MOT Testing Service. The situation should be explained to the applicant and he should be advised that a computerised document can be produced as soon as the system returns to normal. If the applicant is not satisfied with this response they should be advised to contact the DVSA Customer Service Centre shown on the VT9A Fees and Appeals poster.

2. A duplicate or replacement for a CT certificate must be completed by hand onto a normal CT certificate and must include the additional information shown in CT20 example 2. A copy of the replacement certificate must then be...
attached to the original CT paperwork.

When performing Catch Up duplicate certificates are not required to be recorded and the original CT certificate should be recorded as normal.

For replacement certificates, the original CT certificate should be marked ‘cancelled’ and the reason for the replacement must be clearly marked. (See CT20 example 3). The cancelled certificate must then be attached the original CT paperwork.

When performing Catch Up enter the details that match the replacement certificate as a normal test.

3. A duplicate of a CT certificate can only be produced at the VTS who carried out the test but can be completed by any Tester at that VTS; the producer must add their signature to the “Issuer’s Signature” box.

The maximum fee for the duplicate certificate should be that shown on the latest MOT fees poster.

4. A replacement certificate must only be issued by a Tester, preferably the Tester who carried out the original test. The Tester must be satisfied that the amendments required are correct and refer to the vehicle that was actually tested.

Replacement certificates must be issued free of charge.

5. In the case of a duplicate certificate, where the CT incident is over, but Catch Up has not yet been carried out, the Tester must perform Catch Up before a computerised duplicate can be issued.

In the case of a replacement certificate, where the CT incident is over, but Catch Up has not yet been carried out, the Tester must be satisfied that the amendments required are correct and refer to the vehicle that was actually tested.

The VTS copy of the CT certificate should be marked with the correct information and where available to customer copy must be retained with the VTS CT paperwork.

The Tester must perform Catch Up entering the details that match the replacement CT certificate as a normal test before a computerised certificate can be issued.

6. Normal Duplicate/Replacement procedures apply (see Section H4, paragraph 6b or c).

2.14 Storage Requirements for CT Certificates

AEs are responsible for ensuring that blank MOT CT certificates are not accessible at any time to unauthorised persons.

Copies of all issued documents must be retained as specified in Section H5.

2.15 Changes in Testing Staff (CT)

During any CT incident it will not be possible to appoint and remove Testers using the MOT Testing Service. In such circumstances the DVSA Customer Service Centre must be notified in writing of the full name and User ID of any Tester being appointed or removed. As DVSA may not have access to MOT Testing Service either, the previous VTS of any incoming Tester must be recorded along with the approximate date as to when he last tested.

When the CT incident has ended the VTS must assign the testing role to the Tester before the Tester will be able to be carried out computerised testing at
the VTS and perform Catch Up of any CT tests that they had carried out.
Example 1 - CT20 Contingency Test Certificate (Normal)

CT certificates are hand written, using indelible ink, during Contingency Testing.

![Contingency MOT Test Certificate](image)

<table>
<thead>
<tr>
<th>Contingency MOT Test Number</th>
<th>2a. Vehicle Registration</th>
<th>1. Vehicle Identification Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make</td>
<td>Model</td>
<td>Colour</td>
</tr>
<tr>
<td>6th. Issuer’s name</td>
<td>5. EU Classification</td>
<td>2b. Country of Registration</td>
</tr>
<tr>
<td>8. Expiry Date</td>
<td>3b. Issued</td>
<td>Test Station</td>
</tr>
<tr>
<td>4. Odometer Reading and History</td>
<td>3a 6a. Inspection Authority</td>
<td></td>
</tr>
<tr>
<td>7. Result of the test</td>
<td>Signature of Issuer</td>
<td></td>
</tr>
<tr>
<td>Pass</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Minor defects and advisory information

---

**About this document**

This certificate was issued when DVSA’s MOT test results database wasn’t available. The details of the MOT test will be recorded in the database once the normal service is available. Until the test result has been entered into the database, this document will be used to confirm that your vehicle has passed its MOT test.

You may exchange this document for a printed version when the details of the MOT test have been recorded in DVSA’s database. You can get a printed version, free of charge, from the MOT garage that issued this certificate.

**Crime prevention**

To confirm that this certificate is a genuine record of DVSA’s MOT database record, go to [www.gov.uk/check-mot-history](http://www.gov.uk/check-mot-history) or contact DVSA by telephone on 0300 123 9600. You will need the vehicle registration number.

**About the MOT test**

An MOT test pass confirms that when the vehicle was examined as specified in Section 45 of the Road Traffic Act 1988, it met the minimum legal requirements. It doesn’t mean that the vehicle fully meets all legal requirements or that it will continue to be roadworthy for the next year. It’s your responsibility to make sure the vehicle remains safe to drive on roads.

**Vehicle condition**

If within 28 days of the test (three months for rust or corrosion related problems) you think that the vehicle shouldn’t have passed its MOT test, contact DVSA by telephone on 0300 123 9600.

CT20/1.1
Example 2 - CT30 Contingency Refusal of an MOT Test Certificate (Normal Failure)

CT certificates are hand written, using indelible ink, during Contingency Testing.

---

<table>
<thead>
<tr>
<th>Contingency MOT Test Number</th>
<th>2a. Vehicle Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make</td>
<td>Model</td>
</tr>
<tr>
<td>Colour</td>
<td>5. EU Classification</td>
</tr>
<tr>
<td>8b. Issuer’s name</td>
<td>2b. Country of Registration</td>
</tr>
<tr>
<td>7. Result of the test</td>
<td>4. Odometer Reading</td>
</tr>
<tr>
<td>Fail</td>
<td>3b. Issued</td>
</tr>
<tr>
<td>Test Station</td>
<td>3a 6a. Inspection Authority</td>
</tr>
</tbody>
</table>

Signature of Issuer

8. I certify that for the reason(s) shown below the vehicle was not shown to comply with the statutory requirements.

6. Minor defects and advisory information

---

About this document:
This document tells you that your vehicle doesn’t meet the minimum legal requirements for road safety. If you intend to use your vehicle on the road you should have it repaired immediately and have it retested before the existing MOT test validity expires. Show this document when you take your vehicle for a retest. You can find out about retest fees and what to do if you disagree with the test result at www.gov.uk/getting-an-mot or by contacting DVSA on 0300 123 9000.

CT30/1.1
Contents

A Who to Train
B Timing of Training
C Validity of Training
D Apply for Training
E Course content
F Departure of the Trained AEDM from the AE
G Authorised Examiners in Receivership etc
A. Who to Train

1. If the application to become an AE is from an individual he must take on the AEDM role and have achieved a Level 3 Award in MOT Test Centre Management or have attended the previously named MOT Managers’ Course or Authorised Examiners’ course.

2. If the application is from a partnership, the partner who will exercise the most direct control over all MOT testing operations must be the one to perform the AEDM role and have achieved a Level 3 Award in MOT Test Centre Management or have attended the previously named MOT Managers’ Course or Authorised Examiners’ course.

3. If the application is from a company, the director or an officer of the company having direct responsibility for all MOT testing operations at all sites, must be the one to perform the AEDM role. This person must have achieved a Level 3 Award in MOT Test Centre Management or have attended the previously named MOT Managers’ Course or Authorised Examiners’ course.

4. If the application is from a Designated Council, then a senior council officer having direct responsibility for all MOT testing operations must be the one to perform this role and attend have achieved a Level 3 Award in MOT Test Centre Management or have attended the previously named MOT Managers’ Course or Authorised Examiners’ course.

4. In the case of large organisations with multiple sites the AE may nominate the senior manager who has direct responsibility for all MOT testing operations at all sites, to perform the AEDM role. This person must have successfully attended a Level 3 Award in MOT Test Centre Management or have attended the previously named MOT Managers’ Course or Authorised Examiners’ course.

B. Timing of Training

1. Normally, training must be completed before the authorisation can be granted.

2. In cases where a new authorisation becomes necessary only because a business undergoes one of the changes indicated below, the authorisation can be granted before training has taken place, provided that a suitable person is trained within 35 working days of the change. Failure to complete the necessary training within the specified period will result in cessation. These changes are:
   a. A sole trader takes on a partner or forms a company of which he is a director;
   b. A partnership splits up but an untrained partner continues the business as a sole trader;
   c. A partnership splits up but one untrained partner continues in a new partnership or as a director of a company; the same would apply if more than one of the untrained partners stayed with the new partnership or company;
   d. A partnership that had originally applied for authorisation before 1 April 1995, and therefore did not need to have a trained person, is reconstituted by the addition or departure of one partner or more and therefore is now required to have a trained person in the partnership;
   e. A receiver or manager 'of the body's undertaking' (see later) is appointed for a company;
   f. If a company is wound-up or ceases to manage the VTS but the business continues
(i) Under another company with at least one director or officer of the former company;
(ii) As a partnership including at least one director or officer of the former company;

or
(iii) With one of the directors or officers of the former company as a sole trader.

C. Validity of Training
1. With two exceptions the training is valid indefinitely. The exceptions are:
   a. When an AE has been subject to cessation for disciplinary reasons, the AEDM for that AE may be required to attend a further course before again being acceptable as a trained person. If the AEDM is judged to have been directly involved in the incident leading to cessation then retraining will be mandatory. In such cases retraining will normally be permitted only when the AE is eligible for re-authorisation.
   b. When an AE is given a Formal Warning under DVSA’s disciplinary procedures, the AEDM for that AE may be required to attend a further course within 35 working days of the date that the AE is notified of the disciplinary action.

D. Apply for Training
A Level 3 Award in MOT Test Centre Management course is booked with a training provider. There is a charge for the course, which varies and is set by the individual course provider.
More information on courses can be found on https://www.gov.uk/find-mot-course.

E. Course content
1. The course will cover the knowledge, skills and responsibilities of becoming an MOT Manager. The course lasts at least 16 hours.
   There are 4 parts to the course:
   a. understand how to manage the legislative and compliance requirements of a vehicle test centre
   b. know how to deal with customer service problems within a vehicle test centre
   c. understand how to develop and supervise staff within a vehicle test centre
   d. understand vehicle test centre quality system and quality audit

   Assessments in the course
   The course also includes:
   A multiple-choice question test, which must be passed in order to qualify
   The course provider will provide further information on the content and structure of their course.

F. Departure of the trained AEDM from an AE
If a trained MOT Manager ceases to perform the AEDM role within an Authorisation in which such a person is required there are three possibilities:
1. If the AE concerned is a sole trader the authorisation automatically ceases when that individual is no longer in active control of the business. Testing must cease no later than the date on which the AEDM actually leaves, and may not restart until DVSA authorises a new AE.
2. In the case of a partnership, in which the AEDM must be a partner, the AEDM's departure means that the authorisation automatically ceases. Testing must cease no later than the date on which the AEDM actually leaves, and may not restart until DVSA authorises a new
AE. Where none of the partners or sole proprietor of the new entity is a trained MOT Manager, authorisation may be granted prior to training taking place. A new AEDM must be notified to DVSA and training must be completed within 35 working days of the date of authorisation of the new entity. If by the end of that period the new entity does not have a trained MOT Manager, testing must cease and may not restart until the appropriate person has been trained. This requirement applies even if, for administrative convenience, the same AE number is retained.

3. If the AE is a company, the AEDM’s departure must be reported immediately to DVSA. Testing may continue provided that a new AEDM is notified to DVSA and training is then completed within 35 working days of the previous AEDM’s departure. If by the end of that period the company does not have a trained MOT Manager, testing must cease and may not restart until the appropriate person has been trained.

G. **Authorised Examiners in receivership etc.**

Under the Regulations a company’s authorisation ceases if "a receiver or manager of the body's undertaking is appointed" (for simplicity this person will be referred to hereafter as 'the receiver'). DVSA tries in such circumstances to authorise the receiver as quickly as possible to minimise the upset. Should the receiver not have attended an MOT Managers Course, this will not delay their authorisation provided that the receiver (or in the case of large organisations, a senior member of the receiver’s team) completes the MOT Managers Course within 35 working days of the new authorisation being granted.
Facilities and Security

Contents

1 General
2 Sign and Notices
3 Notice Board
4 Equipment Calibration
   4.1 Equipment Maintenance, Calibration and Records
   4.2 Maintenance Periods
   4.3 Portable Appliance Testing
   4.4 Frequency and Location of Calibration
   4.5 Calibration Personnel
   4.6 Documentation
   4.7 Calibration Certificates
   4.8 Independent Calibrators
5 MOT Testing Service IT and Associated Equipment
   5.1 Hardware requirements
   5.2 Browser requirements
   5.3 Printer requirements
   5.4 MOT Security Card Replacement
6 Complaints about the MOT Testing Service
Facilities and Security

1. **General**
   The following information supplements the requirements set out in the appropriate Requirements for Authorisation.

2. **Signs and Notices**
   The three triangles MOT sign detailed in ‘The Traffic Signs Regulations and General Directions 2016, Schedule 11, diagram 864’) must be displayed in a prominent position, no part higher than 4.5m from the ground and no more than one sign on each road frontage.

   **Notice Board**
   All AEs must also display the following notices on a notice board with a protective transparent covering inside the VTS in a location where they can be read by those presenting, or intending to present, vehicles for test.
   a. The Certificate of Authorisation (VT9) issued by DVSA;
   b. The current Fees and Appeals poster (form VT9A) showing vehicle classes, test fees and appeals procedure and the details of DVSA Customer Service Centre. This may be displayed adjacent to the ‘official’ notice board if it will not fit on the notice board proper. Additional copies of this poster can be obtained online.

4. **Equipment Calibration**
   **Introduction**
   The MOT List of Acceptable Equipment lists the various makes and models of test equipment that have a measuring capability e.g. headlamp aim testers, brake testers etc.
   The suitability of other test equipment is individually assessed at each VTS. This list is available online at GOV.UK.

4.1. **Equipment Maintenance, Calibration and Records**
   All testing equipment must be kept in good order, and measuring apparatus must be calibrated regularly in accordance with DVSA’s requirements (see paragraph 4.4). In all cases calibration records must be kept for a minimum of two years.
   In the case where the serial number of the equipment cannot be found the VTS should make up a number, which identifies the equipment, and mark the equipment accordingly. Where a VTS uses an item of test equipment that is awaiting approval, the AE should contact the DVSA Customer Service Centre for advice.
   The AE is required to ensure that calibrations are carried out when required. For Roller Brake Testers (RBT), Plate Brake Testers (PBT), ATL Weighing Facility, Motorcycle Weighing equipment (where applicable) and Headlamp Aim Testers the calibration expiry date will be taken as the month end date where certificates only show the month and year of expiry, see paragraph 4.4b.
   RBT, PBT, Weighing equipment and Headlamp Aim Testers can be calibrated anytime during the six months following its last date of calibration. The equipment is then considered calibrated until the end of the 6th month.
   Failure to recalibrate by the due date will prevent testing of any vehicle that requires the use of that item of test equipment. In exceptional circumstances, beyond the AE’s control, where the calibration cannot be carried out by the due date the SM should notify DVSA. DVSA may extend the calibration period in order to allow testing to continue.
   Testing must also stop if any mandatory item malfunctions in a way that could prevent a test being properly conducted. Testing must not be resumed until the equipment has been properly repaired. If equipment fails during a test but before its use has been completed, the test must be ‘Aborted’ and any fee paid returned.
4.2 Maintenance Periods
All equipment must be maintained in good working order at all times. In the case of ATL or OPTL, maintenance periods for steering and suspension play detectors, is a minimum of 6 months for pneumatic and 12 months for hydraulic equipment. Maintenance must be conducted by the manufacturer or manufacturer’s agent and a maintenance report issued detailing any remedial work conducted. A signed and dated declaration that the equipment is in good working order must be issued after the maintenance has been completed.

4.3 Portable Appliance Testing
Under Health and Safety legislation (including the Health and Safety at Work Act 1974, the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998), employers are responsible for the inspecting and testing of all types of electrical equipment in all work situations. Among other things, the Provision and Use of Work Equipment Regulations require that equipment provided for use at work is safe, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case. In particular, the Electricity at Work Regulations place a legal responsibility on employers and employees to comply with the provisions of the regulations and take reasonable steps to ensure that no danger results from the use of electrical equipment. It is therefore the responsibility of AEs to ensure that all electrical equipment used on their premises, has been tested to ensure that it poses no risk to health & safety.

Note: Further information on PAT, including leaflets, can be obtained from the Health & Safety Executive, www.hse.gov.uk.

4.4 Frequency and Location of Calibration
a. Exhaust Gas Analysers
   (i) Daily (checks by the user)
       Carry out a leak check on the hose and probe.
       Most machines have an automatic facility for doing this. If not, a physical check of the hose and probe must be carried out to confirm that there are no leaks.
   (ii) Three, six or twelve monthly - depends on make/type. This must be carried out according to the approved procedure by a recognised calibration technician only.
       An exhaust gas analyser must be calibrated with a certified calibration gas and when the ambient temperature is above 5 degrees C.
       Note: Gas analysers cannot be properly calibrated if the mains AC voltage is less than 204V or more than 264V.

b. Roller and Plate Brake Testers, ATL and Motorcycle Weighing Facilities, and Headlamp Aim Testers
   These can be calibrated anytime during the six months following its last date of calibration. The equipment is then considered calibrated until the end of the 6th month. (Where the calibration certificate only states the month and year of expiry, the last day of that month should be taken as the calibration expiry date).
   Note: The requirement for motorcycle weighing equipment to be calibrated only applies to sites approved to the November 2009 Requirements for Authorisation.

c. Decelerometers and Salter brake testers
   Must be calibrated at intervals not exceeding 2 years. Decelerometer may only be calibrated by:
   (i) the manufacturer or;
   (ii) a calibrator accredited by the United Kingdom Accreditation Service. (UKAS).
Salter meters can be done by the manufacturer’s local depot if available, a firm which has taken over responsibility for equipment support from the manufacturer, a calibration specialist or local trading standards office.

d. **Tyre Tread Depth Gauges**
A periodic accuracy check is required at least every six months. This can be done by placing the base foot onto a flat surface (e.g. window glass) and checking that the zero datum's align. AEs are to keep a separate record showing the date of the accuracy check.

e. **Diesel Smoke Meters**
   (i) Weekly checks by the user;
   (ii) Annual calibration by a technician accredited by UKAS.

### 4.5 Calibration Personnel

Equipment may be calibrated on site only by the following personnel:

a. **Exhaust Gas Analysers and Diesel Smoke Meters**
   A technician accredited by UKAS. There are two exceptions
   (i) equipment (non-catalyst or catalyst) with an approved automatic monthly self-gassing facility requires a 12 monthly UKAS calibration with monthly calibrations which may be performed by VTS staff.
   (ii) non-catalyst OIML Class 1 equipment with an approved self-gassing facility requires a 6 monthly UKAS calibration with an intermediate calibration which may be performed by VTS staff.

b. **Roller and Plate Brake Testers, and Headlamp Aim Testers**
   Either;
   (i) the original manufacturer;
   or
   (ii) firm that has taken over responsibility for equipment support from the manufacturer;
   or
   (iii) a calibration specialist;
   or
   (iv) an experienced person from the VTS. DVSA will witness a calibration prior to confirmation of this arrangement and may subsequently require periodic demonstration of continuing competence using the correct equipment.

c. **ATL and Motorcycle Weighing Facilities**
   (i) the original manufacturer;
   or
   (ii) a company which has taken over responsibility for equipment support from the manufacturer;
   or
   (iii) a calibration specialist.

**Note:** Calibration is only required for motorcycle weighing facilities for sites approved to the November 2009 Requirements for Authorisation.
4.6 Documentation

In cases where a VTS employs either the manufacturer or a calibration specialist, there must be a written contract and the Test Station must obtain a certificate for each calibration.

4.7 Calibration Certificates

a. General

All certificates must contain
(i) a certificate serial number
(ii) details of the equipment i.e. make, model and serial number
(iii) title and address of calibration company or agency
(iv) signature of calibrator and date of calibration
(v) smoke meter and gas analyser calibration certificates shall meet the UKAS and DVSA standard agreed.

b. Exhaust Gas Analysers

Calibration certificates are normally valid for 3 (or 6 or 12) months from the date of issue. However, if the certificate is issued no more than 14 days before the expiry of an existing certificate, then the expiry date may be 3 (or 6 or 12) months from the date of expiry of the old certificate.

c. Roller and Plate Brake Testers (RBT and PBT)

Certificates must include a record of the test load, gauge readings and percentage error. The following limits apply in both forward and reverse operation as applicable.
The minimum values for Roller Brake Testers are as follows:

### Class 1 & 2

<table>
<thead>
<tr>
<th>Approved prior to 01 July 1996</th>
<th>Tested at</th>
<th>30 kgf (66 lb)</th>
<th>100 kgf (220 lb)</th>
<th>200 kgf (440 lb)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 July 1996 onwards</td>
<td>Tested at</td>
<td>0</td>
<td>50 kgf (110 lb)</td>
<td>100 kgf (220 lb)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>100 kgf (220 lb)</td>
<td>200 kgf (440 lb)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>100 kgf (220 lb)</td>
<td>200 kgf (440 lb)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>100 kgf (220 lb)</td>
<td>200 kgf (440 lb)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>100 kgf (220 lb)</td>
<td>200 kgf (440 lb)</td>
</tr>
</tbody>
</table>

### Class 3 & 4

<table>
<thead>
<tr>
<th>Approved prior to 01 July 1996</th>
<th>Tested at</th>
<th>100 kgf (220 lb)</th>
<th>200 kgf (440 lb)</th>
<th>400 kgf (880 lb)</th>
<th>500 kgf (1100 lb)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 July 1996 onwards</td>
<td>Tested at</td>
<td>0</td>
<td>100 kgf (220 lb)</td>
<td>200 kgf (440 lb)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>100 kgf (220 lb)</td>
<td>200 kgf (440 lb)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>100 kgf (220 lb)</td>
<td>200 kgf (440 lb)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>100 kgf (220 lb)</td>
<td>200 kgf (440 lb)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>100 kgf (220 lb)</td>
<td>200 kgf (440 lb)</td>
<td></td>
</tr>
</tbody>
</table>

### Class 5 All Equipment

<table>
<thead>
<tr>
<th>Low Range</th>
<th>Tested at</th>
<th>0</th>
<th>100 kgf (220 lb)</th>
<th>200 kgf (440 lb)</th>
<th>400 kgf (880 lb)</th>
<th>600-800 kgf (1320-1760 lb)</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Range</td>
<td>Tested at</td>
<td>0</td>
<td>1200-1500 kgf (2640-3300 lb)</td>
<td>2000-2500 kgf (4400-5500 lb)</td>
<td>3500-4000 kgf (7700-8800 lb)</td>
<td></td>
</tr>
</tbody>
</table>

### Class 7 All Equipment

<table>
<thead>
<tr>
<th>Tested at</th>
<th>0</th>
<th>200 kgf (440 lb)</th>
<th>400 kgf (880 lb)</th>
<th>600-800 kgf (1320-1760 lb)</th>
<th>1200-1500 kgf (2640-3300 lb)</th>
</tr>
</thead>
</table>

**Note:** Some older roller brake testers were approved to different calibration values to those listed above. To accept any different values, evidence must have been supplied in the manufacturer’s original operating instructions.
The minimum values for Plate Brake Testers are as follows:

<table>
<thead>
<tr>
<th>Class 1 &amp; 2 All Equipment</th>
<th>Tested at</th>
<th>0 kgf</th>
<th>30 kgf (66 lb)</th>
<th>100 kgf (220 lb)</th>
<th>200 kgf (440 lb)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 3 &amp; 4 All Equipment</td>
<td>Tested at</td>
<td>0 kgf</td>
<td>30 kgf (66 lb)</td>
<td>100 kgf (220 lb)</td>
<td>200 kgf (440 lb)</td>
</tr>
<tr>
<td>Class 7 All Equipment</td>
<td>Tested at</td>
<td>0 kgf</td>
<td>100 kgf (220 lb)</td>
<td>200 kgf (440 lb)</td>
<td>600 kgf (1320 lb)</td>
</tr>
</tbody>
</table>

Calibration certificates must include a record of the test load, gauge readings and percentage error. Calibration results may be recorded in kgf or the equivalent in imperial lbs.

**Accuracy**

Brake force readings shall be accurate to within:

+/- 3 kgf (6.6 lb) of the true value from zero up to and including 100 kgf

+/- 3% of the true value for all readings above 100 kgf

Calibration certificates for brake testers are to contain the following (or similar) statement:

“This is to certify that the above brake test equipment has been calibrated and is within the limits specified by DVSA.”

d. **ATL Weighing Facility**

Certificates must include a record of the test load, gauge readings and percentage error.

Accuracy to within +/- 3% between 200 kg and 3000 kg imposed weight traceable to an acceptable quality standard.

Calibration certificates for brake testers and ATL weighing facility are to contain the following (or similar) statement:

“This is to certify that the above brake test equipment has been calibrated and is within the limits specified by DVSA.”

e. **Headlamp Aim Testers**

Calibration certificates for headlamp aim testers are to contain the following (or similar) statement:

“This is to certify that the above headlamp aim testing equipment has been checked and is in correct alignment with the vehicle standing area.”
f. **Diesel Smoke Meter**

(i) Smoke meters are to be calibrated every 12 months. Calibration certificates are normally valid for 12 months from the date of issue. However, if the certificate is issued no more than one month before the expiry of an existing certificate then the expiry date may be 12 months from the expiry of the old certificate.

(ii) **Initial Period of Calibration**
A new diesel smoke meter should be supplied with an **Initial Calibration Certificate** in one of two forms:-

either

1. **a certificate of conformity**
   Issued by a BSI/ISO registered company, the meter will have been calibrated as a part of the in-house quality control procedure. It will carry the BSI and/or ISO logos, and will be dated. Within six months of the **issue** of a Certificate of Conformity a new meter must be calibrated by a UKAS accredited engineer.

   **Note:** You may find that some new smoke meters have very little time left to run with this type of certificate when delivered.

   or

2. **a UKAS calibration certificate**
   Issued immediately prior to or following delivery by a UKAS Accredited Engineer.

   Like all other UKAS issued calibration certificates on diesel smoke meters a new meter must be calibrated by a UKAS Accredited Engineer within twelve months of the issue of this certificate.

   If you have any questions regarding the certification of a smoke meter, contact the manufacturer or his agent.

g. **Motorcycle Weighing Facility**
Certificates must include a record of the test load, gauge readings and percentage error.

Accuracy to be within +/- 3%.

Calibration certificates for weighing facility are to contain the following (or similar) statement:

“This is to certify that the above weighing facility has been calibrated and is within the limits specified by DVSA”.

h. **Calibration by Vehicle Test Stations**
VTSs calibrating their own equipment must keep a register listing the types of equipment and the information stated in paragraph 4.7. a (ii) and (iii) above. Each calibration entry must contain the signature of the person who performed the calibration, the date, and for brake testers, the readings obtained (see paragraph 4.7.c above).
4.8 Independent Calibrators

VTSs employing calibration specialists are advised to satisfy themselves of the technical competence and viability of the company concerned.

5. MOT Testing Service IT and Associated Equipment

Authorised Examiners are responsibility for the supply and maintenance of all IT equipment and internet connection used for MOT testing purposes.

5.1 Hardware requirements

PC, iMac and laptops

The MOT Testing Service is designed to run on most recent Windows and Mac OS computers and Laptops with:

- a 1GHz processor
- 512 MB system memory
- 20GB hard drive space
- 1024 x 768 screen resolution or above
- a network cable socket (RJ45) or Wi-Fi

Tablets

MOT Testing Service is designed to run on any tablet with screen sizes of 9 inches and above (measured diagonally across the screen).

Internet connection requirements

MOT Testing Service works on internet connections of 0.5Mbps (512 Kbps) and above.

The internet connection may be via fixed line, 3G, 4G or satellite.

5.2 Browser requirements

A suitable ‘browser’ is required to view MOT Testing Service website. One of the following browsers will need to be installed on your device to use MOT Testing Service.

- Chrome (latest version) – supplied by Google and can be used on either Windows or MacOS
- Firefox (latest version) – supplied by Mozilla and can be used on either Windows or MacOS
- Internet Explorer 9 (IE9) and above (IE10 and IE11) – supplied by Microsoft with its latest IT equipment
- Safari 7 – supplied by Apple with its latest IT equipment

5.3 Printer requirements

An A4 black and white printer is required to print MOT certificates and other documents from the MOT Testing Service.

All printer consumables are provided by the AE/VTS (ie plain white paper and toner or ink etc)
5.4 MOT Security Card

An MOT security card is issued to all users who have a role within MOT Testing Service. The card generates a 6-digit number that will need to be entered every time the user signs into MOT Testing Service.

The roles that require a card are:

- tester
- site manager
- site administrator
- authorised examiner designated manager
- authorised examiner delegate

A user is able to order a security card via the MOT Testing Service once they have been assigned a role.

On receipt of the card it must be activated by the user. The user will then be able to access the functions to carry out the activities related to their role.

Replacement Security cards are ordered via the MOT Testing Service and are posted to the users VTS or home address. Replacement cards are normally replaced free of charge. MOT Testing Service can still be used while waiting for the replacement card.

6.0 Complaints about the MOT Testing Service

Complaints concerning MOT Testing Service should be made in the first instance via the MOT Testing Service Desk. If the complaint is not resolved the AE should contact the DVSA Customer Service Centre.
Contents

1  Grounds for Refusal to Carry Out a Test
The Motor Vehicles (Tests) Regulations 1981, as amended, list the reasons why a Tester can refuse to carry out a test. The reasons (amplified where appropriate) are given below:

1. a. The Registration Certificate (V5C) or other evidence of the date of first use is not produced if the information therein is necessary for the test to be properly carried out.

   **Note:** Normally this document will be necessary only if the vehicle has a 'cherished' registration mark or if the registration mark's year letter does not make clear the standard that should be applied - for instance, regarding the seat-belt requirements for D-prefix vehicles. If evidence of the date of first use is produced and it shows that the vehicle was first used abroad, the presenter should be made aware that the vehicle may need an Individual Vehicle Approval test (IVA), **not** an MOT test, before the vehicle can be registered for use in Great Britain and a VT32 Advisory Notice should be issued.

   b. The vehicle or any part or equipment on the vehicle is so dirty that examination is unreasonably difficult.

   c. The vehicle is not fit to be driven when necessary to complete the test because of a lack of fuel, or oil, or for any other reason.

   d. The Tester considers a load or other items, or insecurity of a load or other items, would prevent a proper test being carried out - unless the load is secured or removed.

   e. The VTS asks for the test fee to be paid in advance and this is not done.

   f. The vehicle emits substantial quantities of avoidable smoke.

   g. A proper examination cannot be carried out because of the inability to open any device - e.g. door, tailgate, boot lid, engine cover or fuel cap - designed to be readily opened.

   h. The vehicle's condition is such that, in the opinion of the Tester, a proper examination would involve a risk of injury to any person or damage to the vehicle or other property. This would cover refusal to test a diesel where the engine's maintenance history or condition was suspect.

   i. The vehicle has neither Vehicle Registration Mark nor VIN/Chassis Number/Frame Number by which it can be identified or, that all such identifications are illegible or use letters and numbers not normally used in the English language.

   **Note:** If reason to refuse 'i' applies, issue a hand written CT30 containing as many of the vehicle details as possible. A copy of the CT30 should be retained.

2. In addition to the above, a Tester must decline to test a vehicle if it is of such size, weight or configuration that it cannot be properly or safely tested on the approved facilities.

3. In the case of classes 1 or 2 a VTS must decline to test any motor bicycle the frame of which is stamped 'not for road use' or words to that effect.

4. When a vehicle presenter requests a 'refusal to test' decision in writing, the vehicle details should be registered onto the MOT Testing Service, a VT30 printed detailing the reason for refusing to carry out the test, and the test Abandoned without a fee being charged.

   **Note:** Where procedures to be used during Contingency Testing are different from those detailed at 3 and 4 above, they are detailed in Section N.
Liability for Loss or Damage

Contents

1 Liability for Loss or Damage
Liability for Loss or Damage

1. The extent of an AE's liability for damage is set out in Regulation 14 (1) of the Motor Vehicles (Tests) Regulations 1981 (SI 1981 No 1694) as amended but is repeated here for information.

14 (1) Where a motor vehicle has been submitted for an examination to be carried out by a person other than a section 66A examiner, the authorised examiner or designated council (as the case may be) shall have the same responsibility for:

(a) loss of or damage to the vehicle or its equipment or accessories occurring in connection with the carrying out of the examination during any period while the vehicle is, in connection with the carrying out of the examination, in the custody of the authorised examiner or designated council (as the case may be), and

(b) loss or damage to any other property or personal injury (whether fatal or not), being loss, damage or injury arising out of the use of the vehicle in connection with the carrying out of the examination,

as would rest on a person who, having the same facilities for carrying out the examination as are available to the person who is carrying out the examination, had undertaken for payment to accept the custody of the vehicle and to carry out the same examination under a contract making no express provision with respect to the incidence of liability as between the parties thereto for any such loss, damage or injury.

2. The above Regulation is particularly difficult for a layman to follow. Its exact meaning can only be decided by the courts. The ‘Department’s’ legal advisers have produced the following, which, whilst not a definitive interpretation of the legal position, is intended to make the meaning of Regulation 14(1) clearer. The term examiner in the explanation covers both AEs and Designated Council inspectors.

An examiner will be liable for the following types of damage in certain circumstances. The types of damage are:

(a) loss or damage to a vehicle that has been submitted for testing,

(b) loss or damage to the equipment or accessories of a vehicle mentioned in (a),

(c) loss or damage to any other property,

(d) personal injury (whether fatal or not).

For an examiner to be liable for the types of damage listed in (a) and (b), the circumstances must be that the damage can be connected to an examination carried out by that examiner whilst the vehicle or accessory concerned was in his custody.

For an examiner to be liable for the types of damage listed in (c) and (d), the circumstances must be that the damage arose as a result of the use of the vehicle and can be connected to an examination carried out by an examiner.

Examples of the type of damage that (a) and (b) are intended to cover are where an examiner, whilst testing a vehicle smashes a brake light, causes the steering to become defective or
Liability for Loss or Damage

inflicts other types of harm to the vehicle that did not exist at the time it was left in his possession for testing.

Examples of the types of damage that (c) and (d) are intended to cover are where an examiner gives a vehicle the all clear. Subsequently when it is used the brakes fail and an accident occurs, in which the driver or a passenger is injured or dies or property is damaged. If it can be shown that the examiner cleared the vehicle at a time when the brakes were defective he is liable.
Tester Qualifications

Contents

1 National Craft Certificate
2 City and Guilds
3 Business and Technician Education Council
4 Scottish Vocational Education Council
5 National Vocational Qualification or Scottish Vocational Qualification
6 The Institute of Motor Industry
7 Automotive Technician Accreditation
8 ABC Awards
The vocational educational qualifications acceptable to DVSA are listed below. Proof of qualifications will be required in the form of copies of the final certificate (or copies of duplicates issued by the examining authority) and a Training provider may request to see the original certificate. ‘Records of Achievement’, unit credits towards the final certificate, or other similar documentation are not acceptable. Periodically, extra qualifications are added to this list. Additions can only be made by DVSA after consulting the awarding body and satisfying ourselves that the qualification represents an appropriate level of achievement. This verification process is not quick and can sometimes be impossible if the awarding body no longer exists. If you have qualifications not on the list but which you believe to be equivalent please send evidence of the qualification with your application to your chosen Training provider. Where qualifications are from an unfamiliar source the applicant maybe required to provide further supporting information.

1. **National Craft Certificate**
   a. In the specialism of Vehicle Maintenance and Electronic Systems.

2. **City and Guilds**
   a. Repair and Servicing of Road Vehicles, 383 - full level 2 or 3;
   b. Motor Vehicle Craft Studies, Modular - part 3 (requires 3 modules);
   c. Motor Vehicle Craft Studies, 381 - full part 2 or 3;
   d. Motor Vehicle Craft Studies (pre 381 syllabus) - full part 2;
   e. Light Vehicle Mechanics Craft Studies - full part 2 or 3;
   f. Heavy Vehicle Mechanics Craft Studies - full part 2 or 3;
   g. Motor Vehicle Technician’s Certificate - full Part 1;
   h. Automotive Qualification NVQ Level 3.

3. **Business and Technician Educational Council**
   a. Motor Vehicle Engineering Studies, National Certificate or ONC.

4. **Scottish Vocational Education Council**

5. **National Vocational Qualifications or Scottish Vocational Qualifications**
   a. Vehicle Mechanical and Electronic Systems - Maintenance and Repair (LV or HV) Level 3;
   b. Vehicle Technician - Vehicle Maintenance and Repair (LV or HV) Level 3.

6. **The Institute of Motor Industry (IMI)**
   a. IMI Level National Diploma in Vehicle Maintenance and Repair (LV or HV) VRQ (Level 3).

7. **Automotive Technician Accreditation**
   a. ATA Light Vehicle, Diagnostic Technician
   b. ATA Light Vehicle, Inspection Technician

8. **ABC Awards**
   a. Vehicle Technician Accredited Assessment (VTAA)
Tester Training and Demonstration Tests  Appendix 6

Contents

1. Training General
2. Test Groups
3. MOT Training requirements for Testers (all classes)
4. MOT Annual Training for Testers
5. Record Annual Training
6. Additional Training
7. Demonstration Tests
8. Arranging a Demonstration Test
9. Use of the MOT Testing Service
1. Training General

In addition to meeting the criteria given in Section E2 prospective Testers must successfully complete an initial training course that explains the processes of MOT testing and reinforces the standards set out in the relevant Inspection Manual. They must also satisfactorily complete an observed demonstration test for an officer of DVSA.

Testers may be required to complete additional training and observed demonstration tests before being allowed to test vehicles in classes that they have not previously been testing.

The following table indicates the circumstances in which Testers and potential Testers are required to attend training courses, annual or additional training and to provide practical demonstrations of their testing competence to DVSA.

2. Test Groups

For the purpose of demonstration tests, vehicles are grouped as follows:

- Group A - for all vehicles in class 1 and 2;
- Group B – for all vehicles in classes 3, 4, 4A, 5, 5A and 7.

With group B classes a demonstration test may be required for each vehicle class within the test group. In some cases a demonstration test may be observed on one class and the Tester questioned about class variation to assess their competency on the other vehicles in this test group.

3. MOT Training requirements for Testers (all classes)

MOT Tester training is delivered by 3rd party training providers and is paid for by Tester candidates.

These qualifications are Level 2 Award in MOT testing in either:

- Class 1 and 2 vehicles (Group A)
- Class 4 and 7 vehicles (Group B)

4. Class 3 and 5 vehicles

Testers wishing to test Class 3 or 5 vehicles will be required to carry out additional training and a further demonstration test with DVSA before testing this type of vehicle.

Email mot@dvsa.gov.uk for details of where you can take class 3 and 5 training.

There is a charge for training. Each course provider sets their own price so the costs can vary.
### Training Requirements Table (all classes)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Training Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Initial Tester Training</td>
</tr>
<tr>
<td>A. Become a Tester</td>
<td>☑</td>
</tr>
<tr>
<td>B. To continue testing i.e. following the issue of a Formal Warning or when requested by DVSA</td>
<td>☑</td>
</tr>
<tr>
<td>C. Become a tester following a disciplinary period of 28 Days (Short Term Cessation)</td>
<td>☑</td>
</tr>
<tr>
<td>D. Become a tester following a disciplinary period of either 2 or 5 years.</td>
<td>☑</td>
</tr>
<tr>
<td>E. Tester wishing to add an additional test classes 3 and/or 5 to their test group.</td>
<td></td>
</tr>
<tr>
<td>F. Before resuming testing following a lapse of six months</td>
<td>☑</td>
</tr>
<tr>
<td>G. Before resuming testing following a lapse of two years</td>
<td>☑</td>
</tr>
<tr>
<td>H. Before resuming testing following a lapse of five years</td>
<td>☑</td>
</tr>
<tr>
<td>I. When required to do so by DVSA to monitor test standards.</td>
<td></td>
</tr>
<tr>
<td>J. Annual Training</td>
<td></td>
</tr>
</tbody>
</table>

### Training and demonstration test requirements

- From the date of issue of a Level 2 Award in MOT Testing, a demonstration test must be successfully completed on a vehicle of testable age, within 6 months. If the request for a demonstration test is over 6 months and up to 5 years from that date, the current years MOT annual training and MOT annual assessment and any additional training must be completed prior to the demonstration. Should this time period exceed 5 years they will need to re-attend initial training.

- To maintain their testing status, a tester must complete a full MOT test within a 6 month period. If a full test is not completed the tester’s status becomes lapsed.
Testers who wish to resume testing following a lapse of over 6 months and up to 5 years must complete the current years MOT annual training and MOT annual assessment and any additional training prior to the demonstration test.

Testers following the issue of a formal warning or short term cessation, will need to complete the current year’s annual training and MOT annual assessment and any additional training to ensure they are up to date with the current standards. If the current years training and assessment have already been completed the tester will not need to redo them. However if directed, they must take the appropriate additional training where requested within the disciplinary decision letter issued by DVSA and ensure all areas of weakness have been covered. All training must be complete prior to conducting the demonstration test.

Testers returning to testing following a 2 or 5 year cessation or following a lapse of 5 years will need to attend initial training and complete a demonstration test.

4. MOT Annual Training for Testers
Testers must complete at least three hours training (16 hours over a rolling five year period) annually and successfully complete the annual assessment.

How MOT annual training is completed is purely at the discretion of the Tester and Authorised Examiner, which best suits the individual or organisational needs and requirements.
Further information can be found on www.gov.uk/guidance/mot-training

The annual assessment is available from Awarding Organisations and is a pay per assessment approach. On successful completion of an assessment, the candidate will be provided with a certificate and a record of this assessment must be recorded on MOT Testing Service.

5. Record Annual Training
A written record of a Tester annual training must be kept which will be checked by DVSA staff. Records have to be kept for at least five years.

The training record must include at least the following:
- Tester name and user ID
- which groups the training covered
- the date of the training
- how long the training session lasted
- what topics were covered during the session
- notes on what you did, how you did and what you learned

Note: Training records may be retained in Paper or electronic formats.

6. Additional Training
If the work of a Tester reveals shortcomings in the required standards, DVSA may recommend that they carry out additional appropriate training. This may range from reading inspection manuals to sourcing external training support.

This recommendation does not prevent the Tester from continuing to test, but failure to act upon it could decrease the value of anything put to DVSA in mitigation should formal disciplinary action against the Tester be considered by DVSA within the following five years.
7. Demonstration Tests
At various times, Testers and prospective Testers will be required to carry out an observed demonstration test to show that they are capable of testing in the required manner and applying the required standards.

7.1 Assessment of New and returning Testers
The assessment of new Testers, Testers seeking to test additional classes and returning Testers following a lapse in testing (see table above) will be scored using a Major and Minor error approach. If the demonstration is not completely satisfactory, counselling and advice may be given and written appropriate to the assessment result which will either be Pass or Fail as set out in Appendix 8.9.

Group A (Class 1 & 2) to Pass the assessment the Tester requires:
- no Major errors
- no more than 4 Minor errors in total across all sections
- not to exceed the total minors allowed as noted in any one section

Group B (Class 3, 4, 5&7) to Pass the assessment the Tester requires:
- no Major errors
- no more than 6 Minor errors in total across all sections
- not to exceed the total minors allowed as noted in any one section

7.2 Assessment of continuing competence
A current Tester may be requested by DVSA to carry out a demonstration test to monitor test standards and ensure continuing competence. Should this assessment not be completed satisfactorily, counselling may be given and written or disciplinary action may be taken in accordance with the disciplinary procedures (see Section I).

Such demonstration tests will be scored using the points system set out in Appendix 8.2 and 8.3.

a. if the candidate scores no more than 9 points, the assessment is considered to be Satisfactory however, counselling on any shortcomings should be noted;
b. if the candidate scores 10 to 29 points, the assessment is considered to have displayed Minor Shortcomings however, counselling on any shortcomings should be noted and the Tester should revise their knowledge and overcome the weaknesses noted. The Tester maybe required to carry out a further Demonstration test for DVSA.
c. if the candidate scores 30 points or more, the assessment is considered to be Unsatisfactory and this may result in disciplinary action.

8. Arranging a Demonstration Test
A demonstration test is arranged by calling the DVSA Customer Service Centre. This is for new or returning testers and testers that need a demo test following a training module to add an additional test calls.

Before arranging the demonstration test, the Candidate must be satisfied that they can competently test appropriate vehicles, can use the MOT Testing Service to obtain information, record and confirm test results both directly and indirectly using Contingency testing.
Before requesting a demo test a candidate must record their MOT Tester qualification certificate details onto the MOT Testing Service and has ordered, received and activated their MOT security card.

The request will be processed and the candidate will be later contacted by a DVSA examiner to arrange the demonstration test.

**Note:**
Ideally, the demonstration test should be carried out within one month of the training course to which it is linked.

At VTSs equipped with an ATL or OPTL the demonstration test must be conducted using an assistant with the equipment in the manual mode with additional questioning and/or demonstration to ensure the Tester can test with and without an assistant as well as demonstrating competence in equipment operation.

An activated MOT security card is required before a demonstration test takes place.

### 9. Use of the MOT Testing Service

As part of or in addition to the demonstration test Testers and prospective Testers will be required to demonstrate satisfactorily that they can use the MOT Testing Service. In order to become a Tester or continue to test a Tester will be assessed using the criteria in E3.3 of this section and on their ability to use the MOT Testing Service. Where the satisfactory use of the MOT Testing Service has not been demonstrated the following action may be taken:

- **a.** in the case of a prospective Tester they will not be allowed to test until they have demonstrated satisfactory use of the MOT Testing Service;
- **b.** in the case of an existing Tester they will be advised of their shortcoming and recommended that they carry out additional training in the use of the system in order to become proficient.

**Note:** Testers who have difficulty in using the MOT Testing Service due to reading difficulties e.g. Dyslexia should contact the DVSA Customer Service Centre.
Contents

1. Convictions and Repute General
2. Convictions General
3. Convictions Criteria
4. Authorised Examiner Convictions Outcomes
5. Tester Convictions Outcomes
6. Failure to Notify
7. Repute General
8. Repute considerations
1. Convictions and Repute general

Within the MOT scheme, it is important that the DVSA protect the public, DVSA staff, the integrity of the MOT scheme and the Agency. This includes preventing entry and removing any individual who should not be involved in the MOT scheme.

Any individual involved in the MOT scheme must be free of conviction and be of good repute as defined within this appendix.

Any individual involved includes AEPs, AEDMs, AEDs, Site Managers, Site Admin and Testers.

2. Convictions General

The DVSA must be notified of all convictions as described in this appendix immediately for any individual involved in the MOT scheme. The responsibility to notify the DVSA of any conviction lies with both the AE and the individual who holds the role in the MOT scheme.

An AE is responsible for making the necessary checks on an individual prior to assigning them any role within their authorisation, ensuring they are free of any convictions as described in this appendix.

All notifications of conviction should be sent directly to MOTadministration@dvsa.gov.uk

3. Conviction Criteria

The DVSA understand that certain convictions can be emotive in nature and as such DVSA will take into consideration any conviction which is defined to be a serious offence.

The DVSA considers a serious offence to be defined as any unspent criminal conviction of an individual or business entity to which that individual had an association to, where any of the following has been imposed:

- Imprisonment (including suspended sentences) exceeding three months.
- A fine exceeding level 4 on the standard scale (currently £2500).
- A community service order (or equivalent) requiring unpaid work for more than 60 hours.
- Any punishment outside the UK corresponding to the above

If the conviction does not fall under these categories then the conviction will be considered acceptable for participation within the MOT scheme, unless there are grounds for consideration as part of an individual’s good repute.

4. Authorised Examiner Convictions Outcomes

It is the responsibility of the authorised examiner to notify the DVSA immediately of any convictions, as described in this appendix, to any individual involved in the MOT scheme under their authorisation, this includes: AEPs (Directors, partners and sole traders), AEDMs, AEDs, site managers, site admin and testers.
An AE must notify the DVSA and make the necessary arrangements to remove any individual immediately.

All notifications of conviction should be sent directly to MOTadministration@dvsa.gov.uk.

Once notified the approval to test will be ceased after 28 days unless the person who has the unacceptable conviction is removed or there is enough evidence of an application with continuity with intent to remove the individual.

A person cannot hold any role within the MOT scheme in any capacity until the conviction is considered spent under the relevant/current rehabilitation act.

Please refer to Appendix 8 for all disciplinary outcomes.

5. Tester Convictions Outcomes

It is the responsibility of the tester to notify the AE and the DVSA immediately of any convictions as described in this appendix which they receive.

All notifications of conviction should be sent directly to MOTadministration@dvsa.gov.uk.

The individual cannot hold any role within the MOT scheme in any capacity until the conviction is considered spent under the relevant/current rehabilitation act.

Refer to Appendix 8 for disciplinary outcomes

6. Failure to Notify

Failure to notify the DVSA of any convictions, as described in this appendix, against any individual involved in the MOT scheme that would have resulted in the authorisation not being granted/removed or in the case of a tester the authorisation to test being refused/removed will result in immediate cessation action being taken against the authorisation and/or the tester.

Refer to Appendix 8 for disciplinary outcomes.

7. Repute General.

To participate in the MOT scheme any business, authorisation, site and any individuals involved must be of good repute, the DVSA may take into consideration any information available at any time, whether that is during an initial application or ongoing. The information available can be DVSA generated but can also be from other reputable sources of intelligence, such as but not limited to the police and other government bodies.

The DVSA interprets good repute as the ability to continually meet requirements and expected behaviours within the MOT scheme. Any individual must be a credible professional, any conduct or behaviour that could be considered unacceptable in the eyes of the public or the DVSA may deem a person to no longer being of good repute.

It is the responsibility of all individuals involved to be aware of and adhere to the requirements.
8. Repute considerations

The DVSA can take into consideration any conduct or involvement in activities which could deem a person to no longer being of good repute. Any involvement in such activities or conduct may result in an authorisation to participate in the MOT scheme being declined or removed.

This may include but is not limited to:

- Previous and/or repeating failures to adhere to MOT testing service rules and/or test standards, regardless of the previous role or disciplinary outcomes.
- Failure to follow DVSA guidance that has been reasonably requested.
- Inability of DVSA and/or other enforcement officers to contact those in control of the MOT Test Station.
- Failure to supply documents or data that is held and which have been reasonably requested.
- Production of false documents to DVSA or MOT Training providers.
- Failure to comply with other government agencies such as HM Revenue and Customs or the Police.
- Removing or tampering with emissions equipment.
- Tampering with a vehicle odometer.
- Issuing fraudulent MOT certificates.
- Other poor conduct such as a lack of co-operation or honesty.
- Repeating Criminality.
- Convictions of the Company/Business.
- Fraud.
- Money Laundering.
- Fronting a Garage.

When considering repute the DVSA may also take into consideration any convictions which may not have been considered in \textbf{convictions criteria 9.1.1}. This would include any case where an individual or business has been convicted of an offence or where relevant intelligence information suggested involvement in relation to, but not limited to the following:

- Offences covered by the Fraud Act.
- Offences covered by the Theft Act.
- Offences covered by the Misuse of Computers Act.
- Offences covered by the Money Laundering and Terrorism act.
- Offences involving Violence.
- Offences of a Sexual nature.
- Offences concerning the operation of a business.
- Offences involving dishonesty.
9. Repute Outcomes

The DVSA will take into consideration all the information which is available. A decision on whether an individual and/or authorisation is of good repute will based on that information.

If it is considered repute is lost disciplinary action may be taken, where it is considered that there is an immediate risk to road safety or the integrity of the MOT testing service immediate cessation action may also be taken.

Refer to Appendix 8 for all disciplinary outcomes.
Contents

Appendix 8.1 Cessation Without Previous Warning (Single Offence Cessation)
   A Authorised Examiners
      1 Fraud, Dishonesty or Gross Negligence
      2 Conviction
      3 Other Very Serious Offences
      4 Other Serious Offences
   B Testers
      1 Fraud, Dishonesty or Gross Negligence
      2 Conviction

Appendix 8.2 Incorrect Test Standards
   A General
   B Penalty Points

Appendix 8.3 Incorrect Test Methods
   General
   Retests
   Split Testing
   Table Classes 1 & 2
   Table Classes 3, 4, 5 and 7

Appendix 8.4 Incorrect Operation of Testing Scheme
   A Breaches of security - Test Certificates and Password
   B Equipment calibration and maintenance
   C Failure to offer appointments, failure to register a vehicle test, unjustified refusal to test and failure to allow the test to be watched
   D Other items

Appendix 8.5 Credits
   A Credits for training
   B Credits for proven satisfactory testing
   C Credits for satisfactory operation of test station

Appendix 8.6 Normal Sanction Level-Tester
   Flow Chart

Appendix 8.7 Normal Sanction Level-Authorised Examiner
   Flow Chart

Appendix 8.8 Informal Hearings
   Foreword
   Request for a Hearing
   Who may attend the Hearing
Disciplinary Procedures

Prior to the Hearing
The Venue
Conduct of the Hearing
The Decision
Notice of Cessation - Effective Date of Cessation

Appendix 8.9 Major and Minor Errors Demonstration Test Table
A. Authorised Examiners

Normally an AE's Authorisation will be subject to cessation for disciplinary reasons following a single instance of the types mentioned in 1, 2 and 3 below, whether committed by the AE or his employee or agent. Authorisation may also be subject to cessation following a single instance of the types mentioned in 4 below, again whether committed by the AE or his employee or agent. Such cases are generally considered to be so serious that no credit points will be granted.

1. Fraud, Dishonesty or Gross Negligence

Improper recording on the MOT Testing Service or issue of a VT20 or a VT30 involving some act of fraud, including misuse of the MOT Testing Service, dishonesty or gross negligence - for instance:

- A Tester issues a VT20 or VT30 without personally taking any active part in the examination of the vehicle.
- A replacement or duplicate VT20 is issued unjustifiably.
- A bribe is accepted for the issue of a VT20.
- The issue of a VT20 or VT30 to vehicles which have attended a VTS in which their start and finish test time recorded in the MOT testing service would not allow a full examination to be carried out.

2. Conviction

Convictions, as defined in Appendix 7 Convictions and Repute, to any persons involved in the MOT scheme under the authorisation, this includes: AEPs (Directors, partners and sole traders), AEDMs, AEDs, site managers, site admin and testers.

3. Repute

Loss of good repute, as defined in Appendix 7 Convictions and Repute.

4. Other Very Serious Offences

a. A test is carried out by a person who is not properly authorised (see note) to carry out tests at the VTS.

Note: A person is "properly authorised" to test at a particular VTS if they are acceptable as set out in Section E.

b. Testing is carried out on a vehicle that the VTS is not authorised to test. (e.g. wrong class or inappropriate emissions test group).

Note: The normal penalty will be reduced to 50 points if the vehicle is not obviously of a type that the VTS is not authorised to test provided that the documentation has not been incorrectly completed in a way that tends to disguise the vehicle's correct classification.
Cessation Without Previous Warning
(Single Offence Cessation)

| c. | The improper issue of a VT20 to a vehicle operated by, or on behalf of, the AE or which the AE has an interest in selling or seeking to sell. | 500 points |
| d. | Assault (either physical or verbal) on or serious threats against; Vehicle presenters, DVSA staff or contractors | 500 points |
| e. | Involvement in offering a service that undermines MOT test standards and/or the integrity of the MOT testing service, such as removing or bypassing Emission control equipment or the “clocking” of odometer instruments. | 500 points |
| f. | Other cases of loss of good repute as defined in Appendix 7 Convictions and Repute. | 500 points |

5. Other Serious Offences

The following single acts may also result in cessation of authorisation. If the circumstances are not considered sufficiently serious to justify single-case cessation then the penalty will be 100 points.

| a. | Failure to notify DVSA of a conviction, see Section B4, to any persons involved in the MOT scheme under the authorisation, this includes: AEPs (Directors, partners and sole traders), AEDMs, AEDs, site managers, site admin and testers, as defined in Appendix 7 Convictions and Repute. | 500 or 100 points |
| b. | Breaches of security of Security Card and Password leading to improper issue of a test certificate or access to the system. | 500 or 100 points |
| c. | False statement made on an application for authorisation. Confirming details when required to do so, that are known to be false. | 500 or 100 points |
| d. | Failure to notify DVSA of a change in the constitution or operation of a business, a change to, or of an approved site, or the failure to cease testing after such a change pending DVSA’s written confirmation that testing may resume. See Section B3 & B4. | 500 or 100 points |
| e. | The AE is no longer in control of the VTS or an AE ceased for disciplinary reasons is involved in the management of a VTS. | 500 or 100 points |
| f. | A test is registered on the MOT Testing Service without the Tester, and/or the vehicle being present. | 500 or 100 points |
| g. | Abuse or misuse of the MOT Testing Service free text option(s) which could cause loss of good repute to the MOT Service. This provision will be used only in serious cases where urgent action is essential to preserve the integrity of the MOT Service. | 500 or 100 points |
The improper recording on the MOT Testing Service of a VT20 or VT30 to a vehicle not being present, or the failure to correctly record a test result, which has caused a complaint about data integrity. (Where there is evidence of incorrectly identifying the true vehicle identity)

500 or 100 points

B. Testers
Normally a Tester will be subject to cessation if they are personally involved in any act that could lead to single offence cessation of the authorisation of an AE. The points penalties for such acts are listed above for AEs. Also a Tester will usually be subject to cessation for acts of the type covered in 1 and 2 below.

It is normal practice too for a Tester to be subject to cessation where there are significant procedural omissions (e.g. non-use of designated equipment), and cessation may be applied for a single major incident of substandard testing that could have significant road safety implications. Penalty points will be calculated from Appendices 8.1 to 8.4 and the action level determined in accordance with Appendix 8.6.

Additional Very Serious Offences for Testers

1. Fraud, Dishonesty or Gross Negligence
The improper issue of a VT20 to a vehicle operated by, or on behalf of, the Tester or which the Tester has an interest in selling or seeking to sell.

500 points

2. Conviction
Conviction for any offence as defined in Appendix 7 Conviction and Repute.

Conviction for any offence involving violence or intimidation which DVSA considers could put customers or DVSA staff at risk.

500 points

3. Repute
Loss of good repute, as defined in Appendix 7 Convictions and repute

500 points
a. General
When investigating possible incorrect test standards DVSA will judge what the condition of the particular item would have been at the time of test. Points will be awarded on the basis of what that condition was judged to be.

A single defect will not be double-counted. For example, only one score is merited by a single area of corrosion covering adjacent body panels or components within 30cm of two critical components, but two separate areas of corrosion in a similar position draw a double score.

b. Penalty Points
Penalty points will be awarded as follows for each defect when DVSA judges that the defect was in the condition described below at the time of test.

1. Any defect missed on a testable item that would, in the opinion of DVSA, involve a risk of injury to any person if driven further. 40 points

2. F ailable defect missed on a testable item. 20 points

3. Item failed is not testable. 20 points

4. Item failed has no defect, (i.e. not a case involving an error of judgement). 20 points

5. Minor defect missed or incorrectly added 10 points

6. Error of judgement (e.g. failure item ‘advised’, or ‘advisory’ item failed)
   a - Judgement obviously significantly wrong 10 points
   b - Judgement obviously wrong 5 points
   c - Judgement overruled but only marginally wrong 0 points
General

1. The following methods are used to report shortcomings noted during an observed test:
   a. **Major and Minor error scoring method will be used for the following:**
      - New candidates who have attended a Group A or Group B Testers training course.
      - Testers returning to testing following a 2 or 5 year cessation or following a lapse of 5 years and have successfully re-attended an initial Tester training course.
      - Following a lapse in testing of six months.
      - Following the issue of a formal warning, short term cessation or wish to resume testing following a lapse of two years.
      - When an additional test class is wanted (Class 3 or 5).

   Shortcomings of method noted during this type of assessment will be scored according to the Major and Minor error tables see Appendix 8.9.

   b. **Penalty points error scoring method will be used for the following:**
      - The assessment of a Tester to ensure continuing competence.

   Penalty points for shortcomings of method in an observed test will be scored according to the tables within this Appendix. Where no testable item within a section or sub-section is assessed the section or sub-section scores will be applied.

2. Items that the presenter may have difficulty observing during a mystery shopper check are shaded grey. DVSA will take this into account if disciplinary action is to be considered.

3. The term assistant for a VTS authorised to use an ATL or OPTL means the appropriate equipment used to replace the assistant.

Retests

4. The extent of test required is set out in Section B5. For such retests, penalty points will only be awarded for shortcomings in those parts of the test that you were required to do (excluding non-testable advisories).

5. In all other circumstances, regardless of whether a fee is actually charged, a full retest must be carried out. The penalty for incorrect test methods will be limited to **30 points** if;
   a. the vehicle was failed by the same Tester at the same VTS within the preceding ten working days;
   b. all items that had failed the previous test have been re-examined using normal test procedures and equipment; and
   c. all items that could reasonably be expected to have been affected by the repairs following the previous test have been re-examined using normal test procedures and equipment.

   Penalty points will **not** be limited in this way if a full retest is required and any of the three conditions above is not met.
Split Testing

6. 'Split testing' is when an Tester who signs a VT20 or VT30 personally assessed some, but not all the testable items and has relied on another person's assessment of the remaining items. Those items so assessed will be regarded as not having been examined but the maximum penalty for those items will be limited to;
   a. **30 points** if the other person was also a qualified Tester at that VTS or;
   b. **50 points** if the other person was not a qualified Tester at that VTS.

7. The Tester signing the VT20 or VT30 will be liable also for any penalty because of incorrect test methods, for items that were not examined at all and for any inappropriate standards applied (whether carried out by him or the other person). Thus the total points score awarded to the Tester who signed the document will be;
   a. **all points** for incorrect test methods *plus*;
   b. **all points** for incorrect test standards *plus the lesser of*;
   c. **the points due** had the parts of the test carried out by the other person not been done;
      
      or
   d. **30 or 50 points** depending on the status of the other person, as defined in paragraph 6 above.

8. A Tester who carries out some assessments in a test but permits another Tester to complete the test and sign the VT20 or VT30 will receive penalty points for any deficiencies in that part of the test that he carried out. He will be penalised also for having failed to carry out that part of the test done by the other tester subject to a maximum of 30 points. Hence, the total for the Tester not signing the VT20 or VT30 will be:
   a. **All points** for incorrect test methods for those parts of the test that he carried out *plus*;
   b. **All points** for incorrect test standards for those parts of the test that he carried out *plus the lesser of*;
   c. **the points due** if the aspects of the test carried out by the other person had not been done;
      
      or
   d. **30 points**.

9. Only the score counted against the Tester who signed the test document will be considered against the AE concerned.

10. The above does not exclude a Tester from seeking advice and guidance from another Tester in marginal decisions or where the second tester is more familiar with the particular vehicle type. However, the Tester actually carrying out the test must make the decision whether to pass or fail a particular item.

11. Cases where the Tester who signed the VT20 or VT30 had not personally made any of the pass/fail assessments are dealt with under Appendix 8.1, A.1 and B.1.
Table – Classes 1 and 2

| A. | Failure to use the designated MOT inspection area for the mechanical inspection | 20 |
| B. | Failure to use an assistant when necessary so that an effective inspection was not carried out.  
Note: with motor bicycles, testers can check some items satisfactorily without the use of an assistant. A score will be allocated if the non use of an assistant meant that the item was not checked properly.  
In cases like this, score it as if the check had not been carried out. | |
| C. | Sit on Machine | no testable item personally assessed by tester | 30 |
|   | The Tester did not personally: | |
|   | assess the operation of a switch / control | 3/switch |
|   | assess the security of a control | 3/control |
|   | assess the condition of a control | 3/control |
|   | assess the handlebars for security or weakness | 3 |
|   | assess the handlebars for fouling fixed parts | 3/side |
|   | assess whether control cables/hydraulic hoses were pulled taught on full lock | 3/lock |
|   | assess the security of any steering damper that was fitted | 3 |
|   | assess the security and adjustment of the steering lock stops | 3 |
|   | assess the steering from lock to lock | 3 |
|   | assess the effectiveness of the front suspension damping | 3 |
|   | assess the condition and security of the foot brake and handlebar brake lever and mountings | 3/control |
|   | assess the brake pedal and lever for wear on pivots/ reserve travel / damage/ smoothness of operation | 3/control |
|   | assess, in the case of hydraulic systems, a control for creep under load or for sponginess of operation | 3/control |
|   | assess the effectiveness of the rear suspension damping | 3/control |
## Incorrect Test Methods

**Appendix 8.3**

<table>
<thead>
<tr>
<th>Check</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checks made at the front of the machine</td>
<td>50</td>
</tr>
<tr>
<td>no testable item personally assessed by tester</td>
<td></td>
</tr>
<tr>
<td>Failure to raise front of machine from floor</td>
<td>20</td>
</tr>
<tr>
<td>The tester did not:</td>
<td></td>
</tr>
<tr>
<td>personally assess the condition of the head bearing</td>
<td>3</td>
</tr>
<tr>
<td>personally assess the security of the front wheel</td>
<td>3</td>
</tr>
<tr>
<td>personally assess the front wheel for buckling and eccentricity</td>
<td>3</td>
</tr>
<tr>
<td>personally assess the condition of the front wheel/spokes</td>
<td>3</td>
</tr>
<tr>
<td>personally assess the condition of the front wheel bearings</td>
<td>3</td>
</tr>
<tr>
<td>personally assess the condition of the front tyre throughout its full circumference</td>
<td>3</td>
</tr>
<tr>
<td>personally assess the front tyre for fouling and fitment</td>
<td>3</td>
</tr>
<tr>
<td>personally assess the front brake disc for condition/run out</td>
<td>3</td>
</tr>
<tr>
<td>personally assess the steering from lock to lock</td>
<td>3</td>
</tr>
<tr>
<td>personally assess the security of the front mudguard</td>
<td>3</td>
</tr>
<tr>
<td>personally assess the mechanical brake components</td>
<td>3/item</td>
</tr>
<tr>
<td>personally assess the hydraulic brake components</td>
<td>3/item</td>
</tr>
<tr>
<td>personally assess the hydraulic brake components while held under pressure</td>
<td>3</td>
</tr>
<tr>
<td>personally assess the operation of lights</td>
<td>3/system</td>
</tr>
<tr>
<td>personally assess the security of lights</td>
<td>3/system</td>
</tr>
<tr>
<td>use the approved headlamp aim tester to check headlamp aim</td>
<td>15</td>
</tr>
<tr>
<td>have an assistant seated on the machine during the headlamp aim</td>
<td>3</td>
</tr>
<tr>
<td>use the approved headlamp standing area</td>
<td>8</td>
</tr>
<tr>
<td>align the headlamp aim tester to the headlamp being tested</td>
<td>3</td>
</tr>
<tr>
<td>personally assess the condition of the front fork assembly</td>
<td>3</td>
</tr>
</tbody>
</table>
## Incorrect Test Methods

### Appendix 8.3

<table>
<thead>
<tr>
<th>E</th>
<th>Sides of machine</th>
<th>no testable item personally assessed by tester</th>
<th>40</th>
</tr>
</thead>
</table>

- The tester did not personally:
  - assess the exhaust system for suitability/effectiveness/security
  - run the engine
  - assess the structure for cracks/damage/distortion/corrosion
  - assess the machine for defects likely to impede the rotation of the rear wheel
  - assess the security of the seats
  - assess the security of the footrests
  - assess the condition and security of the foot brake lever and mountings
  - assess the brake pedal and lever for wear on pivots/reserve travel/damage/smoothness of operation
  - assess the mechanical brake components
  - assess the hydraulic brake components
  - assess the hydraulic brake components while held under pressure for leaks and hose bulging/creep/sponginess
  - assess the wheel alignment

<table>
<thead>
<tr>
<th>F</th>
<th>Checks made at the rear of the machine</th>
<th>no testable item personally assessed by tester</th>
<th>40</th>
</tr>
</thead>
</table>

- The tester did not personally:
  - assess the machine's registration plate
  - assess for play in the rear suspension
  - assess the rear wheel for security
  - assess the rear wheel bearings for tightness/play/roughness
  - assess the condition of the rear wheel/spokes
  - assess the rear wheel for buckling/eccentricity
  - assess the condition of the rear tyre throughout its full circumference
  - assess the rear tyre for fouling
  - assess the rear tyre for suitability
  - assess the operation of the rear lights
  - assess the security of lights

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Issue Date November 2019
### Incorrect Test Methods

#### Appendix 8.3

<table>
<thead>
<tr>
<th>Code</th>
<th>Test Description</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>Brake test tester did not carry out the brake performance test using the appropriate, approved brake test equipment</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>The tester did not personally carry out a brake test on the primary system</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>carry out a brake test on the secondary system</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>ascertain the weight of the machine</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>calculate the brake efficiency</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>correctly use the brake testing equipment</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>hold the front brake steady at about half the maximum reading and check for fluctuation (RBT)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>hold the rear brake steady at about half the maximum reading and check for fluctuation (RBT)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>check the sidecar brake if applicable</td>
<td>30</td>
</tr>
<tr>
<td>H</td>
<td>Sidecar when fitted no testable item personally assessed by tester</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>The tester did not personally check the sidecar for security and presence of fixing devices</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>check the suspension for freedom of movement, condition and security</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>assess the condition of the wheel bearings with the sidecar wheel raised</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>check the sidecar wheel/tyre condition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>check alignment of sidecar relative to motorcycle</td>
<td>20</td>
</tr>
</tbody>
</table>
### Table - Classes 3, 4, 5 and 7

<table>
<thead>
<tr>
<th></th>
<th>Exterior</th>
<th>no testable item personally assessed by tester</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Interior</td>
<td>The tester</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess the operation of a switch/control</td>
<td>3/switch or control</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess the security of a control</td>
<td>3/control</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess the condition of a control</td>
<td>3/control</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess the steering control for excessive free play</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess the steering lock operation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess the service brake control for creep or sponginess</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess the service brake control for servo operation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess a warning lamp for correct operation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess for fitment and condition of speedometer</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess for fitment and condition of airbags</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess the driver’s seat for fore and aft adjustment</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess a seat belt for condition and operation</td>
<td>3/belt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess the driver’s or front passenger’s seat for security</td>
<td>3/seat</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess a seat back for security in the upright position</td>
<td>3/seat</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess an obligatory interior mirror or indirect vision device for presence, security and condition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess the driver’s and front passenger’s door for opening from inside and secure latching in the closed position</td>
<td>3/door</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess passenger entrance/exit doors and emergency exits (class 5)</td>
<td>3/door</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess the vehicle bodywork within a prescribed area</td>
<td>3/area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>used the corrosion assessment tool incorrectly</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>used an unauthorised tool to assess corrosion</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Front of the vehicle</th>
<th>no testable item personally assessed by tester</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td>The tester</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess the operation of the lights</td>
<td>3/system</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess the security of the lights</td>
<td>3/cluster</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess the condition and security of the front registration plate</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally use the approved headlamp aim tester to check headlamp aim</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not correctly align the headlamp aim tester to the headlamp being tested</td>
<td>3/lamp</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess the headlamp aim on the correct beam</td>
<td>3/lamp</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not have the engine running (hydropneumatic suspension)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess HID &amp; LED headlamps for mandatory levelling and cleaning devices</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>did not personally assess the vehicle bodywork within a prescribed area</td>
<td>3/area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>used the corrosion assessment tool incorrectly</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>used an unauthorised tool to assess corrosion</td>
<td>3</td>
</tr>
</tbody>
</table>
### Incorrect Test Methods

| Issue Date November 2019 | 183 |

#### Sides of the vehicle – exterior, ground level

**no testable item personally assessed by tester**

<table>
<thead>
<tr>
<th>20/side</th>
</tr>
</thead>
</table>

**The tester:**

- **Not applicable, not used**
  - n/a

- **did not personally assess the operation/security of the direction indicator side repeater**
  - 3/side

- **did not personally assess the wiper blade for condition and security**
  - 3/blade

- **did not personally assess the security of a road wheel**
  - 3/wheel

- **did not personally assess condition of tyre**
  - 3/tyre

- **did not personally assess obligatory exterior mirror(s) for presence, security and condition**
  - 3/mirror

- **did not personally assess the front and rear doors for opening from outside**
  - 3/door

- **did not personally assess the front and rear doors for secure latching in the closed position**
  - 3/door

- **did not personally assess passenger entrance and exits steps for operation and security (class 5)**
  - 3/door

- **did not personally assess the fuel filler cap condition and seal**
  - 3

- **did not personally assess body for security**
  - 3

- **did not personally assess body for sharp projections**
  - 3

- **did not personally assess externally fitted spare wheel and its carrier for security**
  - 3

- **did not personally assess the bodywork within a prescribed area**
  - 3/area

- **used the corrosion assessment tool incorrectly**
  - 3

- **used an unauthorised tool to assess corrosion**
  - 3

#### Rear of the vehicle

**no testable item personally assessed by tester**

| 20 |

**The tester:**

- **did not personally assess the operation of the lights**
  - 3/system

- **did not personally assess the security of the lights**
  - 3/cluster

- **did not personally assess that lights were not affected by other lights**
  - 3

- **did not personally assess the condition and security of the rear registration plate**
  - 3

- **did not personally assess the vehicle bodywork within a prescribed area**
  - 3/area

- **used the corrosion assessment tool incorrectly**
  - 3

- **used an unauthorised tool to assess corrosion**
  - 3

- **did not personally assess the tow bar or its mountings**
  - 3

- **did not personally assess the tow bar socket for security, condition and operation**
  - 3

- **did not personally assess any electrical wiring for security and condition**
  - 3
## Incorrect Test Methods

### Appendix 8.3

| 5 | Luggage/load compartment | no testable item personally assessed by tester (when testable items could not be assessed without inspecting inside the compartment) | 10 |
|--------------------------------|----------------------------------------------------------------------------------------------------------------|----|
| | **The tester** | | |
| did not personally assess the luggage/load compartment access for security in the closed position | 3 |
| In the case of testable items which could not be inspected other than from within the luggage compartment the tester: | | |
| did not personally assess condition/security of any seat belt within the luggage compartment | 3/belt |
| did not personally assess all visible fuel hoses, pipes and system components for leaks, security and condition | 3 |
| did not personally assess the electrical wiring for security and condition | 3 |
| did not personally assess the bodywork within a prescribed area | 3/area |
| used the corrosion assessment tool incorrectly | 3 |
| used an unauthorised tool to assess corrosion | 3 |

| 6 | Under vehicle bonnet | no testable item personally assessed by tester | 30 |
|--------------------------------|-----------------------------------------------------------------|----|
| | **The tester:** | | |
| did not personally assess steering components for condition and security while the assistant ‘rocked’ the steering wheel firmly against the resistance of the road wheels | 6 (3/side) |
| did not personally assess the braking system for leaks from components with the system pressurised | 3 |
| did not personally assess the condition and operation of the vacuum servo with the engine running | 3 |
| did not personally assess the operation/condition of the power steering while the engine was running | 3 |
| did not personally assess the braking system for mechanical wear whilst being operated | 3 |
| did not personally assess the exhaust system components for leaks with the engine running | 3 |
| did not personally assess the fuel system for leaks with the engine running | 3 |
| did not personally assess the fuel system for leaks with the engine not running | 3 |
| did not personally assess the battery for condition and security | 3 |
| did not personally assess the electrical wiring for condition and security | 3 |
| did not personally assess the engine mounts for presence, condition and security | 3 |
| did not personally assess the bodywork within a prescribed area | 3/area |
| used the corrosion assessment tool incorrectly | 3 |
| used an unauthorised tool to assess corrosion | 3 |
The tester did not personally assess steering components for condition and security whilst an assistant ‘rocked’ the steering wheel firmly against resistance of the road wheels (3/side).

The tester did not personally assess the operation/condition of the power steering system components, which could only be inspected from the under the vehicle, while the engine was running.

The tester did not personally assess steering and suspension components for fouling and condition with the suspension in the normal running position and the front wheels turned from lock to lock on unlocked swivel plates if appropriate for suspension type (3/side).

The tester did not personally assess steering and suspension components for condition whilst the front wheels were rocked at the 3 o’clock and 9 o’clock position with the front wheels resting on the unlocked swivel plates if appropriate for suspension type (3/side).

The tester did not personally assess brake hoses and pipe work with the braking system pressurised and the engine running in the case of servo assisted brakes. 3/hose + 3/ fixed pipe system

The tester did not personally assess the handbrake components.

The tester did not personally assess the exhaust system for leaks and effectiveness with the engine running.

The tester personally assessed no testable item with the front of the vehicle jacked up.

The tester did not personally assess suspension components etc. with the front end of the vehicle jacked in the manner appropriate to the suspension type (3/side).

The tester did not personally assess suspension components using a suitable bar under the wheel.

The tester did not personally assess the condition of the tyres.

The tester did not personally assess the condition/security of the front wheel drive shaft and couplings.

The tester did not personally assess condition of the front wheel bearings and suspension components by rocking the wheel.

The tester did not personally assess condition of the front wheel bearings by spinning the wheel.

The tester did not personally assess the condition of the CV gaiters.

The tester did not personally assess suspension components with the rear end of the vehicle jacked.

The tester did not personally assess the condition of the tyres.

The tester did not personally assess the condition of the rear wheel bearings by spinning the wheel.

The tester did not personally assess the condition of the rear wheel bearings by rocking.

The tester did not personally assess the vehicle bodywork within a prescribed area.

The tester used the corrosion assessment tool incorrectly.

The tester used an unauthorised tool to assess corrosion.
## Incorrect Test Methods

### Appendix 8.3

<table>
<thead>
<tr>
<th>Test Method</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Brake test</strong></td>
<td></td>
</tr>
<tr>
<td>The tester did not personally:</td>
<td></td>
</tr>
<tr>
<td>carry out a brake test on the service brake</td>
<td>45</td>
</tr>
<tr>
<td>carry out a brake test on the front service brakes</td>
<td>25</td>
</tr>
<tr>
<td>- check maximum effort on each wheel in turn (both wheels run together on ATL)</td>
<td>3/wheel</td>
</tr>
<tr>
<td>- check unapplied effort with both wheels rotating</td>
<td>3/wheel</td>
</tr>
<tr>
<td>- run the front wheels together and gradually increase and release brake effort and assess grab or judder; uneven application; uneven release; imbalance</td>
<td>3/check</td>
</tr>
<tr>
<td>carry out a brake test on the rear service brakes</td>
<td>20</td>
</tr>
<tr>
<td>- check maximum effort on each wheel in turn (both wheels run together on ATL)</td>
<td>3/wheel</td>
</tr>
<tr>
<td>- check unapplied effort with both wheels rotating</td>
<td>3/wheel</td>
</tr>
<tr>
<td>- run the rear wheels together and gradually increase and release brake effort and assess grab or judder; uneven application; uneven release</td>
<td>3/check</td>
</tr>
<tr>
<td>- record the maximum reading for each wheel and carry out the service brake efficiency calculation when appropriate</td>
<td>3</td>
</tr>
<tr>
<td>- carry out the brake performance test on a vehicle with servo assisted or power brakes, with the engine idling</td>
<td>3</td>
</tr>
<tr>
<td>carry out a brake test on the parking brake</td>
<td>15</td>
</tr>
<tr>
<td>- record the maximum reading for each wheel</td>
<td>3/wheel</td>
</tr>
<tr>
<td>- carry out the parking brake efficiency calculation when appropriate</td>
<td>3</td>
</tr>
<tr>
<td><strong>Emissions test</strong></td>
<td></td>
</tr>
<tr>
<td>The tester:</td>
<td></td>
</tr>
<tr>
<td>carried out an inappropriate emissions test – e.g. catalyst test instead of non catalyst test</td>
<td>15</td>
</tr>
<tr>
<td>- selected incorrect limits</td>
<td>10</td>
</tr>
<tr>
<td>The tester did not personally:</td>
<td></td>
</tr>
<tr>
<td>ensure that the vehicle had clearly reached normal operating temperature before carrying out an exhaust emissions check</td>
<td>3</td>
</tr>
<tr>
<td>carry out a stage (including elements of pre-checks on Diesels) in the emissions test appropriate to the vehicle</td>
<td>3/stage</td>
</tr>
</tbody>
</table>
A. Breaches of security - Test Certificates and Password
Penalties for such breaches are as follows:

1. Breaches of security of Password(s) e.g. a password is written down where it could be readily obtained by another person. See also Appendix 8.1 70 points

B. Equipment calibration and maintenance
1. Some test equipment requires periodic calibration checks. See Appendix 2 paragraph 4. Penalty points against the AE for failing to comply are as follows:

   a. One or more items of equipment on which calibration is overdue by up to half the prescribed calibration period 20 points (see note 1)

   b. One or more items of equipment on which calibration is overdue by more than half the prescribed calibration period 40 points

   c. Any test carried out using equipment that requires calibration that cannot be validated with a calibration certificate 50 points per test (see note 2 & 3)

It is the AE’s responsibility to provide valid calibration records to DVSA staff. Failure to produce these records may result in the penalties described above being applied.

Note 1  This score will apply only if no item justifies a 40-point penalty but will be increased to 30 points if advice has been given or action taken for overdue calibration in previous five years.

Note 2  This penalty will apply to the AE. Where the calibration is overdue and there is no evidence that the equipment is inaccurate, DVSA may permit already-booked vehicles to be tested without penalty for a limited period set by DVSA.

Note 3  100 points maximum per case.
6. Unless DVSA has been notified that testing has been suspended, test equipment which is clearly malfunctioning, inoperative or missing a mandatory upgrade, regardless of its calibration status, will also attract points as follows;

   a. Major items of equipment clearly unable to fulfil their prescribed testing functions. **50 points** per item
   b. Minor items of equipment clearly unable to fulfil their prescribed testing functions or major item of equipment with minor faults which will reduce the effectiveness or accuracy with which it carries out required testing functions. **20 points** per item

3. **Abuse or misuse of MOT Testing Service**
   E.g. misuse of the advisory/free text option **30 points**

C. **Failure to offer appointments, failure to register a vehicle test, unjustified refusal to test and failure to allow the test to be watched**

   1. Failure to offer an appointment for a test within a reasonable period of a request, bearing in mind existing test bookings and the availability of the vehicle concerned. **50 points**
   2. Unjustified refusal to test a vehicle presented or to honour, within a reasonable time, an appointment previously made. **50 points**
   3. Refusal to allow a test to be watched by the vehicle’s presenter. **50 points**
   4. Failure to register a vehicle at the commencement of the test and/or failure to record the results within one hour of completion of the examination and before the vehicle leaves the premises. This applies whether using the MOT Testing Service or during Contingency Testing. **15 points** per test (45 points maximum per case)
   5. The VRM and or VIN recorded on the MOT Testing Service do not match the presented vehicle. (Where this is not covered in Appendix 8.1) **30 points**
D Other items

Points will be awarded for other items, if previous advice, including advice received via the MOT Testing Service, or formal warning has been given for the same item in the past 5 years, as in column 2 of the following table. If more than one occurrence of the shortcoming is noted during a visit or investigation, the maximum points counted for that item will be limited to the value given in column 3. All items will normally be considered against the AE, starred items (*) will also normally be considered against the Tester concerned.

<table>
<thead>
<tr>
<th>Description of item</th>
<th>Points</th>
<th>Maximum per visit for item</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Incorrect vehicle make and model selected</td>
<td>10</td>
<td>per test</td>
</tr>
<tr>
<td>* Inappropriate Reason for Rejection recorded</td>
<td>3</td>
<td>per RfR</td>
</tr>
<tr>
<td>* Incorrect location of defect recorded</td>
<td>3</td>
<td>per RfR</td>
</tr>
<tr>
<td>* Incorrect manual entry of measured test values onto the MOT Testing Service. (Where overall test result remains unchanged)</td>
<td>3</td>
<td>per test</td>
</tr>
<tr>
<td>* Incorrect manual entry of measured test values onto the MOT Testing Service. (Where overall test result is changed)</td>
<td>20</td>
<td>per test</td>
</tr>
<tr>
<td>* VT30 Notice not issued</td>
<td>1</td>
<td>per test</td>
</tr>
<tr>
<td>* VT30 Notice showing failures issued for non-testable items</td>
<td>3</td>
<td>per test</td>
</tr>
<tr>
<td>* VT30 issued for vehicles that have not been registered via the MOT Testing Service when there was no CT incident</td>
<td>3</td>
<td>per test</td>
</tr>
<tr>
<td>Adequate appointment recording system not available</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Required paper copies of MOT SNs not readily available or unreadable</td>
<td>3</td>
<td>per SN</td>
</tr>
<tr>
<td>MOT Testing Service list of Testers, inaccurate.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Other notices, mandatory leaflets, posters and signs required by MOT Guide not displayed in required manner or illegible</td>
<td>3</td>
<td>per item</td>
</tr>
<tr>
<td>Emissions print out not retained.</td>
<td>1</td>
<td>per test</td>
</tr>
<tr>
<td>Inadequate off road parking</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

Cont. on next page
## Incorrect Operation of Testing Scheme

### Appendix 8.4

<table>
<thead>
<tr>
<th>Description of item</th>
<th>Points</th>
<th>Maximum per visit for item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viewing area or access to it unusable or viewing facility provides a restricted view of all the testing area</td>
<td>10</td>
<td>per bay</td>
</tr>
<tr>
<td>Displaying or asking customers to sign a loss or damage disclaimer</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>* Breaches of Security relating to an MOT Security Card</td>
<td>30</td>
<td>per card</td>
</tr>
</tbody>
</table>
The following specific credits, described more fully hereafter, will be applicable.

<table>
<thead>
<tr>
<th>Credit for</th>
<th>Points for Tester</th>
<th>Points for AE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training</td>
<td>15 maximum</td>
<td>15 maximum</td>
</tr>
<tr>
<td>Proven satisfactory testing</td>
<td>15 per event</td>
<td>15 per event</td>
</tr>
<tr>
<td>Satisfactory operation of test station</td>
<td>Not applicable</td>
<td>10 points per year</td>
</tr>
</tbody>
</table>

A. **Credits for training**

1. Training credits serve to recognise training given (or planned to be given) to Testers that goes beyond the minimum standards required by DVSA. To qualify for credit, the training must:
   
   a. be away from the normal workplace (this term includes a separate training facility within the same premises) or at the normal workplace when it is closed for normal business;
   
   b. involve at least six hours of training time excluding breaks;
   
   c. be given by a ‘training provider’ established for at least one year;
   
   d. be aimed at reinforcing correct test standards, which must be confirmed in the training provider’s syllabus for the course(s) concerned; and
   
   e. not be initial, mandatory annual or directed training required by DVSA for Testers.

2. For **Testers**, the training credit will count if the event leading to disciplinary action occurred between the dates of booking and attending a qualifying course, provided the interval was not more than 9 weeks. If more than one event is being considered, the credit will be given so long as at least one of the events qualifies for it.

3. For **AEs**, the training credit will count if the event leading to disciplinary action occurred at a time when the Tester would qualify for the credit. The credit will count also if the initiating event took place during the two years after the Tester concerned had completed the training course. If more than one event is being considered, the credit will be given so long as at least one of the events qualifies for it.

B. **Credits for proven satisfactory testing**

1. A satisfactory testing credit will be awarded for each occurrence of the following in the five years before the most recent case being considered:
   
   a. A Mystery Shopper check that scored no more than 10 points for unsatisfactory elements.
   
   b. A re-examination of a recently tested vehicle that scored no more than 10 points for unsatisfactory elements. Re-examinations as a result of appeals and complaints will not be considered for credits.

2. A **Tester** will be awarded these credits as above for tests conducted at any VTS at which he/she was nominated.
Credits

3. An AE will be awarded these credits as above for all such tests at the VTS concerned by any Tester nominated there.

C. Credits for satisfactory operation of test station

1. Such credits will be awarded to an AE for each complete year of operation of the VTS between the current disciplinary case and any previous Formal Warning or Short Term Cessation up to a maximum of 5 years.
Points used are those remaining after representations have been considered.

**Formula A**
Points from current case + Points from unspent Formal Warnings + Points from unspent Short Term Cessation - Credits

Formal Warnings or Short Term Cessation for shortcomings under App 8.4 D become ‘spent’ after 2 years from date of issue - other Formal Warnings and Short Term Cessation become spent after 5 years from date of issue.

All known mitigating and other circumstances are to be taken into consideration before deciding on any level of formal disciplinary action.
**The MOT Testing Guide**

**Normal sanction level – Authorised Examiner Appendix 8.7**

---

**Formula A**

Points from current case + Points from unspent Formal Warnings + Points from unspent Short Term Cessation - Credits

*Disciplinary events may be in the form of Formal Warning and/or Short Term Cessation letters.*

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All known mitigating and other circumstances are to be taken into consideration before deciding on any level of formal disciplinary action.
Notes for Guidance and Code of Practice for Informal Hearings

Foreword

1. These notes explain the procedures for informal hearings which may be held as part of the process of determining appeals from:
   - Authorised Examiners (AE), Designated Councils (DC), Testers and Designated Council Inspectors (DCI) who have been served with a statutory Notice of Cessation of their authorisation, designation or approval to test.
   - Applicants who have been served with a Notice of Intent to Refuse their application for authorisation, designation or approval to test.

   These notes should be read in conjunction with Requirements for Authorisation, Sections E and I of the MOT Testing Guide.

2. The Statutory requirements in relation to appeals are contained in the Motor Vehicles (Tests) Regulations 1981 as amended. The Regulations provide that where those who have been served with a statutory notice wish to make representations to the effect that:
   a. their authorisation, designation or approval should not cease or should be restored;
   or that;
   b. their application for authorisation, designation or approval to test should be approved; they should make such representations in writing within 14 days from the date of the notice (Regulations 10 (1) (c) and 8 (9) respectively). All written representations or statements should fully set out your case and all the evidence you wish to rely upon.

   The availability of informal hearings does not affect the terms of the Regulations. Informal Hearings provide an additional process whereby cases may be put personally to officials in DVSA’s Appeals Section.

Requests for a Hearing

3. Requests will normally be granted. If you wish your case to be heard at a hearing it is in your interests to submit your request to the DVSA Office who issued the Notice of Cessation or Intent to Refuse to Authorise, Approve or Designate within 14 days from the date of the letter. This can be made by letter, email or fax. A date for the hearing will be offered by the Appeals Section. You will be permitted to refuse the first date offered.

Who May Attend the Hearing

4. You may attend and/or be represented by your trade association, consultant or legal representative. The Appeals Section may arrange for DVSA personnel involved in the disciplinary or intended refusal action to attend the hearing where their evidence is at issue.
Prior to the Hearing

5. An important element of this procedure is that the Appeals Officer must be fully aware of the relevant issues and arguments so that he can properly lead the discussion. Your written representations or statement should contain full particulars of the case you wish to make at the hearing including a list of any documents to which you wish to refer.

6. The provision of your written representations or statement within 14 days of the issue of the ‘Notice of Cessation or Intent to Refuse’ is a necessary procedure. If you are appealing against a Notice of Cessation you may however, within the 14 day period, state in writing that you wish to rely, at hearing, on the written representations made earlier to the DVSA office that issued the decision.

7. To assist you the grounds of appeal have been categorised. The following list is not exhaustive and it is recognised that there are some overlapping grounds.
   a. The disciplinary procedures have not been followed by DVSA at each and every stage.
   b. The technical evidence is disputed.
   c. Other evidence is disputed.
   d. The wrong interpretation has been placed upon the facts.
   e. The sanction imposed and/or the number of disciplinary points allotted is not in accordance with The MOT Testing Guide (6th Edition).
   f. The penalty is not proportionate to the offence.
   g. Cited formal warnings and/or previous short term cessation letters are disputed.
   h. There are mitigating circumstances.
   i. The intent to refuse is unreasonable.
   j. The conditions imposed are unreasonable.

The Venue

8. The venues for English and Welsh cases will normally be DVSA’s Offices in Bristol, Manchester and Leeds. Scottish cases will normally be heard in Edinburgh. The arrangements for (and the conduct of) the hearing will aim to create an appropriate atmosphere for discussion. For this reason, the parties will usually sit around a table.

Conduct of the Hearing.

9. The hearing will be held by a senior officer of the Appeals Team who will have a thorough knowledge of the MOT Service and the relevant procedures. The procedures will be fully explained to you at the start of, and throughout, the hearing.

10. The Appeals Officer will first set out the case as it appears from his reading of the papers, outlining what he considers are the main issues. In some cases this might take the form of an agenda. He will also indicate those matters on which further information is needed. This will not preclude you from referring to other aspects you consider to be relevant.

11. All evidence will have been disclosed beforehand so that you will have had time to understand it and it will not normally be necessary to read this out at the hearing. If further documents are made available at the hearing the Appeals Officer may ask or allow questions on any points which emerge which may need further information or clarification.

12. The hearing will take the form of a discussion which you or your representative will be invited to start. You may, if you wish, decline to do so. The parties will be encouraged to ask questions informally throughout the proceedings, subject only to the discussion being conducted in an orderly manner.

13. Cross-examination will not be permitted unless the Appeals Officer considers that cross-examination is required to ensure a thorough examination of the main issues. You will be given the opportunity to make any final comments before the hearing is closed.

14. If a hearing needs to be adjourned this will be at the discretion of the officer holding the hearing. If a date for the resumption of the hearing cannot be set at the time of the
Adjournment, the date will be notified to the appellant within 5 working days.

15. The Appeals Officer may close the proceedings if, at any time during the hearing, matters are in his judgement not progressing satisfactorily. The appeal will then be determined on the basis of any written representations submitted. Full reasons for the closure of the hearing will be given in the appeal decision letter.

16. A recording will be made of the hearing (audio only). A copy of the recording and a transcript will be available as evidence in the event of subsequent court proceedings.

The Decision

17. Decisions will not be made at the hearing as they are made by DVSA’s Chief Executive on behalf of the Secretary of State. The administrative target for determining appeals after hearings will be the same as that for appeals determined by written representations, i.e. 95% of appeals to be determined within 5 weeks. In the case of written representations the target date is calculated from the date the written representations are received. The target date following a hearing will be calculated from the date of the hearing. The decision letter will be issued by the Appeals Section on the date the appeal is determined.

Notice of Cessation - Effective Date of Cessation

18. If you wish your case to be heard at a hearing you should bear in mind that it is unlikely that your appeal can be determined prior to the Notice of Cessation becoming effective. The date the Notice comes into effect cannot be deferred pending the outcome of the appeal. Whilst the Appeals Section will try to determine your appeal as quickly as possible, there may be a period during which you/your testing station must cease testing pending the determination of the appeal.
<table>
<thead>
<tr>
<th>Tester manual section ref</th>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Defect missed on a testable item.</td>
<td>1 Major error</td>
</tr>
<tr>
<td></td>
<td>2. Item failed is not testable or has no defect</td>
<td>1 Major error</td>
</tr>
<tr>
<td></td>
<td>3. Motorcycle not correctly identified or entered onto MOT testing service correctly.</td>
<td>1 Major error</td>
</tr>
<tr>
<td></td>
<td>4. Candidate unable to correctly use Test Facilities</td>
<td>1 Major error</td>
</tr>
<tr>
<td>Section 0</td>
<td><em>Rear registration plates</em></td>
<td></td>
</tr>
<tr>
<td>Identification of Vehicles</td>
<td>1. Check rear registration plate for compliance, condition and security</td>
<td>1 Minor error per check omitted</td>
</tr>
<tr>
<td></td>
<td><em>Vehicle identification Number</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Check vehicle identification number</td>
<td>1 Minor error</td>
</tr>
<tr>
<td>Section 1</td>
<td><em>Brake controls</em></td>
<td></td>
</tr>
<tr>
<td>Brakes</td>
<td>1. Check the presence, security and condition of the foot brake and handlebar brake lever and mountings.</td>
<td>1 Minor error per control</td>
</tr>
<tr>
<td></td>
<td>2. Check the brake pedal and lever for wear on pivots / reserve travel / damage and smoothness of operation.</td>
<td>1 Minor error per control</td>
</tr>
<tr>
<td></td>
<td>3. Check hydraulic systems, a control for creep under load or for sponginess of operation.</td>
<td>1 Minor error per control</td>
</tr>
<tr>
<td></td>
<td><em>Brake Systems</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Check the brake disc for condition</td>
<td>1 Minor error one or more disc not a checked</td>
</tr>
<tr>
<td></td>
<td>2. Check mechanical brake components.</td>
<td>1 Minor error per item not checked</td>
</tr>
<tr>
<td></td>
<td>3. Check hydraulic brake components.</td>
<td>1 Minor error per item not checked</td>
</tr>
</tbody>
</table>
4. Check the hydraulic brake components while held under pressure for leaks and hose bulging

<table>
<thead>
<tr>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Major error no system pressure checks carried out</td>
<td></td>
</tr>
<tr>
<td>1 Minor error one or more pressure check not done</td>
<td></td>
</tr>
</tbody>
</table>

**Use of equipment**

1. Did not carry out the brake test using the appropriate test using the appropriate, approved, brake test equipment.
2. Unable to correctly use the brake testing equipment.

<table>
<thead>
<tr>
<th>Major error</th>
</tr>
</thead>
</table>

**Brake Performance Checks**

1. Did not carry out a Brake test on the primary system.
2. Did not carry out a Brake test on the Secondary system.
3. Did not ascertain the weight of the machine.
4. Calculate the brake efficiency.

| Major error no service brake test |

**Roller brake tester**

1. Hold the front brake steady at about half the maximum reading and check for fluctuation.
2. Hold the rear brake steady at about half the maximum reading and check for fluctuation.

| Major error no assessment carried out |

**Side Car Brake (if applicable)**

1. Check side car brake.

| Major error |

**Brake fluid Reservoir**

1. Did not check transparent reservoirs for contaminated fluid

<p>| Minor error; no assessment carried out |</p>
<table>
<thead>
<tr>
<th>Tester manual section ref</th>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Steering</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Steering Controls</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Check handlebars/grips/clamps/fork yoke for:-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Security, Condition or weakness.</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>2. Lock to Lock check.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Check for fouling fixed parts or impede controls</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>b. Check whether control cables/hydraulic hoses were pulled taught on full lock</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>c. Check security and adjustment of steering lock stops</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>d. Check security of steering damper (where fitted)</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>e. Check for engine speed change during lock to lock check</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td><strong>Steering System</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Check steering head bearing.</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>a. Tightness and roughness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Free play</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Wheel Alignment</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Check wheel alignment.</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Major error alignment not checked</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Minor error elements of check not fully completed.</td>
</tr>
<tr>
<td>Tester manual section ref</td>
<td>Checks and assessments not completed by Candidate</td>
<td>Major or Minor errors</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------</td>
<td>-----------------------</td>
</tr>
</tbody>
</table>
| 2. Check alignment of sidecar relative to motorcycle (if fitted) | 1 Major error; no alignment completed  
1 Minor error; vertical alignment not assessed | |

**Section 4**  
**Lamps and Reflectors**

- **Headlight aim & use of headlamp aim equipment**
  - 1. Headlamp aim tester not used to assess headlamp aim.  
  - 1 Major error headlamp tester not used to assess headlamp aim  
  - 1 Minor error one or more lamps incorrectly aligned  
  - 1 Minor error one or more lamps checked on incorrect beam  
  - 1 Minor error  

- **Lights including, headlamps, front & rear position lamps, Stop lamp, indicators, reflectors, number plate lamps**
  - 1. Check and assess all front and rear Lights for :-  
    - a. Operation  
    - 1 Minor error one or more system operation not checked  
    - b. Security  
    - 1 Minor error one or more unit security not checked  
    - c. Condition  
    - 1 Minor error one or more unit condition not checked  

- **Lighting switch(s) & Indicator switch & tell-tale(s)**
  - 1. Check and assess a switch/control for :-  
    - a. Operation  
    - 1 Minor error per switch or control not checked  
    - b. Security  
    - 1 Minor error per switch or control not checked  
    - c. Condition  
    - 1 Minor error per switch or control not checked  

**Section 5**

- **Wheel Bearings**
# Group A – Class 1 & 2 – For use during observed tests  (see Appendix 6)

<table>
<thead>
<tr>
<th>Tester manual section ref</th>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
</table>
| **Wheels, Tyres & Suspension** | 1. Check condition of the front and rear wheel bearings by rocking the wheel. (Check wheel bearing on any side car)  
2. Check condition of the front and rear wheel bearings by spinning the wheel. (Check wheel bearing on any side car) | 1 Minor error; one or more bearings not checked  
1 Minor error; one or more bearings not checked |
| **Wheels** | 1. Check front road wheel for:-  
a. Security  
b. Condition of wheel/spokes  
c. Buckling / eccentricity  
2. Check rear road wheel for:-  
a. Security  
b. Condition of wheel/spokes  
c. Buckling / eccentricity | 1 Major error no road wheels checked  
1 Minor error for one or more checks not carried out.  
1 Minor error for one or more checks not carried out.  
1 Minor error for one or more checks not carried out.  
1 Minor error for one or more checks not carried out.  
1 Minor error for one or more checks not carried out.  
1 Minor error for one or more checks not carried out. |
| **Tyres** | 1. Check Tyre for:-  
a. Type and suitability  
b. Condition, correct fitment  
c. Tyres on twin wheels are not of a different structure  
d. Tyres on twin wheels are not different sizes  
2. Check tyres for signs of fouling of tyres on other components. | 1 Major error no tyre checks carried out  
1 Minor error per tyre not checked  
1 Minor error per tyre not checked  
1 Minor error  
1 Minor error  
1 Minor error; one or more tyre not checked for fouling |
| **Sidecar when fitted** | | 1 Major error; no assessment carried out |
### Group A – Class 1 & 2 – For use during observed tests (see Appendix 6)

<table>
<thead>
<tr>
<th>Tester manual section ref</th>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Check the sidecar wheel / tyre condition.</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td><strong>Suspension</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Check suspension components for:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Security</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>b. Condition (including suspension joint dust covers)</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>c. Presence (note rear suspension is not mandatory on motorcycles)</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>d. Any unsafe modifications</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>2. Check shock absorbers for:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Security</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>b. Presence</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>c. Operation</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td><strong>Condition of structure</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Check the structure for cracks/ damage/ distortion/ corrosion.</td>
<td>1 Major error; no assessment made</td>
</tr>
<tr>
<td></td>
<td>2. Check joining/attachment plates or fastenings for security</td>
<td>1 Minor error one or more areas not checked</td>
</tr>
<tr>
<td></td>
<td><strong>Exhaust System</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Check security, condition and completeness of the exhaust system</td>
<td>1 Major error; no assessment made</td>
</tr>
<tr>
<td></td>
<td>2. Check silencer for any unacceptable markings</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td><strong>Fuel system</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Major error; no assessment made</td>
</tr>
</tbody>
</table>
## Group A – Class 1 & 2 – For use during observed tests (see Appendix 6)

<table>
<thead>
<tr>
<th>Tester manual section ref</th>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Check fuel tank (s), all visible fuel hoses, pipes, unions and system components for damage, leaks or insecurity</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td>2. Check fuel tank cap for presence and effectiveness</td>
<td>1 Minor error</td>
<td></td>
</tr>
</tbody>
</table>

### Transmission
1. Check transmission related components, condition and operation | 1 Minor error |

### Engine mountings (only when engine is a stressed member)
1. Check for presence, condition and excessive movement | 1 Minor error |

### Seats
1. Check the presence and security of the seats. | 1 Minor error |

### Clutch and throttle controls
1. Check operation of throttle controls | 1 Minor error |
2. Check condition and operation of clutch control | 1 Minor error |

### Footrests
1. Check condition and security of machines registration plate. | 1 Minor error |

### Section 7

#### Audible Warning Horn
1. Check and assess a switch/control for:
   - b. Operation | 1 Minor error no assessment carried out |
   - c. Security | 1 Minor error no assessment carried out |
   - d. Condition | 1 Minor error no assessment carried out |

### Section 8

#### Exhaust noise
1. Check noise from exhaust (at approximately half maximum engine speed) | 1 Major error; no assessment carried out |
2. Security of exhaust | 1 Minor error |
1. Minor error if not checked at half maximum engine speed | 1 Minor error |
<table>
<thead>
<tr>
<th>Tester manual section ref</th>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Defect missed on a testable item.</td>
<td>1 Major error</td>
</tr>
<tr>
<td></td>
<td>2. Item failed is not testable or has no defect</td>
<td>1 Major error</td>
</tr>
<tr>
<td></td>
<td>3. Vehicle not correctly identified or entered onto MOT testing service correctly.</td>
<td>1 Major error</td>
</tr>
<tr>
<td></td>
<td>4. Candidate unable to correctly use Test Facilities</td>
<td>1 Major error</td>
</tr>
</tbody>
</table>

**Section 0**

**Identification of Vehicles**

- **Front and Rear registration plates**
  - 1. Check condition and security of front registration plate.
  - 2. Check condition and security of rear registration plate.
  - 3. Check front and rear number plates match.

**Vehicle identification Number**

- 1. Check vehicle identification number

**Section 1**

**Brakes**

- **Parking brake mechanism.**
  - 1. Check the presence, security and condition of parking brake lever or control.
  - 2. Check Handbrake Components.

**See also Section 11 for Service brake mechanism, servo, ABS, ESC system**

- 1. Service Brake control check for condition, security, creep or sponginess.
- 2. Service Brake control check for condition and operation of the vacuum servo with the engine running.
- 3. Check and assess a warning lamp for correct operation.
# Major and Minor Errors

Group B – Class 3, 4, 5 & 7 - For use during observed tests (see Appendix 6)

<table>
<thead>
<tr>
<th>Tester manual section ref</th>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Check brake system components, hoses and pipe work with the brake system pressurised and engine running in the case of servo assisted brakes.</td>
<td>1 Major error no system pressure checks carried out</td>
<td></td>
</tr>
<tr>
<td>5. Check systems for mechanical wear whilst being operated.</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td>6. Check brake fluid for contamination</td>
<td>1 Minor error</td>
<td></td>
</tr>
</tbody>
</table>

**Prescribed areas**

1. Check relevant vehicle bodywork within a prescribed area.

**Use of equipment**

1. Did not carry out the brake test using the appropriate test using the appropriate, approved, brake test equipment.

**Performance Checks**

1. Did not carry out a Service Brake test.
2. Did not carry out a test on front service brakes.
3. Check maximum effort on each wheel in turn
4. Check unapplied effort with both wheels rotating
5. Run both the front wheels together and gradually increase and release the brake effort and assess.
   a. grabbing
   b. lag in operation
   c. fluctuation in brake effort

  1 Major error no service brake test.
  1 Major error no front service brake test
  1 Minor error one or more maximum effort not assessed
  1 Minor error one or more unapplied effort not assessed
  Minor one or more check not carried out
## Major and Minor Errors

### Group B – Class 3, 4, 5 & 7 - For use during observed tests (see Appendix 6)

<table>
<thead>
<tr>
<th>Tester manual section ref</th>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>d. Imbalance</td>
<td>1 Major error; no rear service brake test</td>
</tr>
<tr>
<td></td>
<td>6. Did not carry out a test on rear service brakes.</td>
<td>1 Minor one or more maximum effort not assessed</td>
</tr>
<tr>
<td></td>
<td>7. Check maximum effort on each wheel in turn.</td>
<td>1 Minor one or more unapplied effort not assessed.</td>
</tr>
<tr>
<td></td>
<td>8. Check unapplied effort with both wheels rotating.</td>
<td>{ Minor error; one or more check not carried out</td>
</tr>
<tr>
<td></td>
<td>9. Run both the rear wheels together and gradually increase and release the brake effort and assess.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. grab or judder</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>b. uneven application</td>
<td>1 Major error; no park brake test</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>c. uneven release</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>d. Imbalance</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>10. Record the maximum reading for each wheel and carry out the service brake efficiency calculation when appropriate.</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>11. Did not check brake performance test on a vehicle with servo assisted or power brakes with engine idling.</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>12. Did not carry out a test on the parking brake.</td>
<td>1 Major error; one or more maximum effort not assessed</td>
</tr>
<tr>
<td></td>
<td>13. Record Maximum reading for each wheel (parking brake).</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>14. Carry out the parking brake efficiency calculation when appropriate.</td>
<td>1 Minor error</td>
</tr>
</tbody>
</table>

Issue Date  November 2019
<table>
<thead>
<tr>
<th>Tester manual section ref</th>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
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<tr>
<td><strong>Section 2</strong></td>
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<tr>
<td><strong>Steering</strong></td>
<td></td>
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<tr>
<td>See also Section 11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>for additional checks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>relating to Class 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vehicles</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Steering control &amp; system</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Steering control not assessed for excessive free play.</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td>1. Operation of steering lock not assessed (when required).</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td>2. Electronic power steering operation and warning/fly by wire operation not assessed</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td><strong>Steering system</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Check steering components for condition and security whilst assistant 'rocked' the steering wheel firmly against the resistance of the road.</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td>2. Check the operation/condition of the power steering system components which could be inspected from under vehicle, while the engine was running.</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td>3. Check steering for fouling and condition, with the suspension in normal running position, front wheels turned lock to lock on unlocked turning plates (if appropriate for suspension type).</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td>4. Check sector shaft condition, (if applicable) steering gear fixing holes elongated</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td><strong>Section 3</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Visibility</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>See also Section 11</td>
<td></td>
<td></td>
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<tr>
<td>for additional checks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>relating to Class 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vehicles</td>
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<td></td>
</tr>
<tr>
<td><strong>View to rear</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Check interior mirror or indirect vision device for: - presence, security and condition</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td><strong>Wiper &amp; washers system</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Check operation and effectiveness of :-</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td>a. Wipers</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td>b. Washers</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td>Tester manual section ref</td>
<td>Checks and assessments not completed by Candidate</td>
<td>Major or Minor errors</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td><strong>View to the front, windscreen and view of obligatory exterior mirrors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Check driver’s view of the road through windscreen swept area</td>
<td>Minor error</td>
<td></td>
</tr>
<tr>
<td>2. Check driver’s view of obligatory exterior mirror or mirrors</td>
<td>Minor error</td>
<td></td>
</tr>
<tr>
<td><strong>Wiper blades.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Check wiper blades for:-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Condition</td>
<td>Minor error</td>
<td>One or more wiper blade not checked</td>
</tr>
<tr>
<td>b. Security</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Exterior mirrors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Check exterior mirror for :-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Presence</td>
<td>Minor error</td>
<td>One or more exterior mirror not checked</td>
</tr>
<tr>
<td>b. Security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bonnet</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Check bonnet security, condition of retaining devices</td>
<td>Minor error</td>
<td></td>
</tr>
</tbody>
</table>
## Major and Minor Errors

**Group B – Class 3, 4, 5 & 7 - For use during observed tests (see Appendix 6)**

<table>
<thead>
<tr>
<th>Tester manual section ref</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 4</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lamps, Reflectors and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Lighting switch(s) &amp; Indicator switch &amp; tell-tale(s).</strong></td>
<td>1 Major error no assessment carried out</td>
<td></td>
</tr>
<tr>
<td>1. Check and assess a switch/control for:-</td>
<td>1 Minor error per switch or control not checked</td>
<td></td>
</tr>
<tr>
<td>a. operation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Lights including, front &amp; rear position lamps, stop lamps, indicators, reflectors, DRL’s, reversing lamps, front fog lamps, marker lamps where appropriate.</strong></td>
<td>1 Major error no assessment carried out</td>
<td></td>
</tr>
<tr>
<td>1. Check and assess all front and rear Lights for :</td>
<td>1 Minor error one or more cluster operation not checked</td>
<td></td>
</tr>
<tr>
<td>a. Operation (also not affected by other lights)</td>
<td>1 Minor error one or more cluster security not checked</td>
<td></td>
</tr>
<tr>
<td>b. Security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Headlight aim &amp; use of headlamp aim equipment</strong></td>
<td>1 Major error headlamp tester not used to assess headlamp aim.</td>
<td></td>
</tr>
<tr>
<td>1. Headlamp aim tester not used to assess headlamp aim.</td>
<td>1 Minor error, one or more lamps incorrectly aligned</td>
<td></td>
</tr>
<tr>
<td>2. Headlamp tester not correctly aligned to the headlamp being tested</td>
<td>1 Minor error, one or more lamps checked on incorrect beam</td>
<td></td>
</tr>
<tr>
<td>3. Headlamp aim checked on the incorrect beam.</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td>4. Check HID and LED headlamps for mandatory levelling and cleaning devices</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Major and Minor Errors

### Group B – Class 3, 4, 5 & 7 - For use during observed tests (see Appendix 6)

<table>
<thead>
<tr>
<th>Tester manual section ref</th>
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</tr>
</thead>
<tbody>
<tr>
<td>5. Check light source and lamp are compatible</td>
<td></td>
<td>1 Minor error</td>
</tr>
</tbody>
</table>

#### Electrical wiring and Battery

1. Check Battery for condition and security.
2. Check condition and security of all visible wiring.
3. Check tow bar socket as required for security, condition and operation.

<table>
<thead>
<tr>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td>1 Major error no assessment carried out</td>
<td>1 Minor for one or more areas of visible wiring not checked</td>
</tr>
<tr>
<td>1 Minor error</td>
<td>1 Minor error</td>
</tr>
</tbody>
</table>

### Section 5

#### Axles, Wheels, Tyres and Suspension

See also Section 11 for additional checks relating to Class 5 vehicles

<table>
<thead>
<tr>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Front of vehicle not jacked.</td>
<td>1 Major error; front of vehicle not jacked</td>
</tr>
<tr>
<td>2. Check suspension components etc. With front end of vehicle appropriately jacked for suspension type.</td>
<td>1 Minor error; one or more sides not checked and/or jacked appropriately</td>
</tr>
<tr>
<td>3. Check suspension components using a suitable bar under the wheel.</td>
<td></td>
</tr>
</tbody>
</table>

#### Wheel bearings – front

1. Check condition of the front wheel bearings and suspension components by the rocking wheel.
2. Check condition of the front wheel bearings by spinning the wheel.

<table>
<thead>
<tr>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Minor error; one or more sides not assessed</td>
<td></td>
</tr>
<tr>
<td>1 Minor error; one or more sides not assessed</td>
<td></td>
</tr>
</tbody>
</table>

#### Jacking of vehicle – (rear – N/A for large vehicles DGW over 5000kg)

1. Rear of vehicle not jacked
2. Check condition of the rear wheel bearings and suspension components by rocking wheel.

<table>
<thead>
<tr>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Major error; rear of vehicle not jacked</td>
<td></td>
</tr>
<tr>
<td>1 Minor error; one or more sides not assessed</td>
<td></td>
</tr>
</tbody>
</table>
### Major and Minor Errors

**Group B – Class 3, 4, 5 & 7 - For use during observed tests (see Appendix 6)**

<table>
<thead>
<tr>
<th>Tester manual section ref</th>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wheels</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Check road wheel security and condition.</td>
<td>1 Major error no road wheels checked</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Minor error no road wheels checked</td>
</tr>
<tr>
<td><strong>Tyres (including load &amp; speed rating Class 5 &amp; 7 only)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Check Tyre for:-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Type, i.e. structure and size etc</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Condition, correct fitment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Check tyres for fouling a part of the vehicle.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Check tyre pressure monitoring system (when fitted) for malfunctioning or tyre obviously underinflated</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Major error no tyres checked</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Minor error no tyres checked</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Minor error for one or more tyres not checked</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Minor error for one or more tyres not checked</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Minor error system not checked</td>
</tr>
<tr>
<td><strong>Suspension</strong></td>
<td></td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>1. Suspension checks done without the engine running in the case of hydro pneumatic suspension</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>2. Check suspension components for fouling and condition, with the suspension in normal running position, front wheels turned lock to lock on unlocked turning plates (if appropriate for suspension type).</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>3. Check suspension components for condition whilst the front wheels are rocked at the 3 and 9 o'clock position with the front wheels resting on unlocked swivel plates (If appropriate for suspension type).</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>4. Check that spring is not missing</td>
<td>1 Minor error</td>
</tr>
<tr>
<td><strong>Shock absorbers</strong></td>
<td></td>
<td>1 Minor one or more not assessed</td>
</tr>
<tr>
<td></td>
<td>1. Check presence, security and condition.</td>
<td></td>
</tr>
</tbody>
</table>
### Group B – Class 3, 4, 5 & 7 - For use during observed tests (see Appendix 6)

<table>
<thead>
<tr>
<th>Tester manual section ref</th>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Structure and attachments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>See also Section 11 for additional checks relating to Class 5 vehicles</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Exhaust</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Check security of the exhaust system</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td>2. Check system components for leaks with the engine running.</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td>3. Check that fumes are not entering cab</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td><strong>Fuel system including cap(s)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Check visible fuel hoses, pipes and system components security and condition</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td>2. Check fuel system components for leaks (including holes above the fuel line)</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td>3. Check fuel tank cap/filler neck condition and seal</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td>4. Check for any part of the LPG/CNG/LNG or hydrogen system defective</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td>5. Check that any missing heat shield does not present a fire risk.</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td><strong>Bumper:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Check security and any damage not likely to cause injury.</td>
<td>1 Minor error</td>
<td></td>
</tr>
<tr>
<td><strong>External Spare wheel carrier (if fitted)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Check security of spare wheel and carrier</td>
<td>1 Minor error</td>
<td></td>
</tr>
</tbody>
</table>
### Coupling mechanisms and towing equipment

1. Check tow bar and mountings  
2. Check operation of tow bar coupling indicator

<table>
<thead>
<tr>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Minor error</td>
<td>1 Minor error</td>
</tr>
</tbody>
</table>

### Transmission

Check and inspect all:
- a. Prop shaft
- b. Drive shafts
- c. Prop shaft and drive shaft couplings and bearings
- d. Drive chains or belts

<table>
<thead>
<tr>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Major error; no assessment carried out</td>
<td>1 Minor error per component not checked</td>
</tr>
</tbody>
</table>

### Engine mountings

1. Check engine mounts for presence, condition and security

<table>
<thead>
<tr>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Minor error</td>
<td></td>
</tr>
</tbody>
</table>

### Body and interior

This inspection is for all vehicles and includes:
- a. all body panels
- b. undertrays
- c. spoilers
- d. mirror housings

<table>
<thead>
<tr>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Minor error; one or more areas not assessed</td>
<td></td>
</tr>
<tr>
<td>Tester manual section ref</td>
<td>Checks and assessments not completed by Candidate</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td><strong>Cab and body mounting (vehicles with a separate body and/or cab)</strong></td>
<td></td>
</tr>
<tr>
<td>Check cab/body for:</td>
<td></td>
</tr>
<tr>
<td>a. security</td>
<td></td>
</tr>
<tr>
<td>b. mountings</td>
<td></td>
</tr>
<tr>
<td>c. corrosion at mounting points</td>
<td></td>
</tr>
<tr>
<td><em><em>Doors (</em> drivers, passengers &amp; emergency doors/exits)</em>*</td>
<td></td>
</tr>
<tr>
<td>Check:</td>
<td></td>
</tr>
<tr>
<td>a. All doors will not open using the relevant control and close properly</td>
<td></td>
</tr>
<tr>
<td>b. A door hinge, catch or pillar for presence and condition.</td>
<td></td>
</tr>
<tr>
<td><strong>Seats</strong></td>
<td></td>
</tr>
<tr>
<td>1. Check driver and all passenger seats for security.</td>
<td>1 Minor error for one or more front seat security not checked</td>
</tr>
<tr>
<td>2. Check all seat backrests for security in upright position.</td>
<td>1 Minor error for one or more rear seat security not checked</td>
</tr>
<tr>
<td>3. Check driver's seat for fore and aft adjustment.</td>
<td>1 Minor error if not checked</td>
</tr>
<tr>
<td><strong>Cab steps (if fitted)</strong></td>
<td></td>
</tr>
<tr>
<td>Check a cab step or step ring:</td>
<td>a and b 1 minor error per component not checked</td>
</tr>
<tr>
<td>a. secure</td>
<td></td>
</tr>
<tr>
<td>b. not likely to cause injury</td>
<td></td>
</tr>
<tr>
<td>Tester manual section ref</td>
<td>Checks and assessments not completed by Candidate</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>Handgrips and footrests (quads and trikes)</td>
<td>Check a handgrip or footrest missing or insecure</td>
</tr>
<tr>
<td><strong>Section 7</strong></td>
<td><strong>Seat belts and supplementary restraint systems (SRS)</strong></td>
</tr>
<tr>
<td>Other equipment</td>
<td>Check all seat belts fitted:</td>
</tr>
<tr>
<td></td>
<td>a. for condition and operation. (Functioning as intended)</td>
</tr>
<tr>
<td></td>
<td>b. security.</td>
</tr>
<tr>
<td></td>
<td>c. is of the correct type</td>
</tr>
<tr>
<td></td>
<td>Check :</td>
</tr>
<tr>
<td></td>
<td>a. seat belt load limiter not missing or deployed.</td>
</tr>
<tr>
<td></td>
<td>b. seat belt pre-tensioner not missing or deployed</td>
</tr>
<tr>
<td></td>
<td>c. Check for fitment and condition of airbags</td>
</tr>
<tr>
<td><strong>Anti-theft device (if appropriate)</strong></td>
<td>Check for:</td>
</tr>
<tr>
<td></td>
<td>a. Steering lock missing or not functioning correctly</td>
</tr>
<tr>
<td><strong>Audible warning Horn</strong></td>
<td>1. Check and assess a switch/control for :-</td>
</tr>
<tr>
<td></td>
<td>a. Operation</td>
</tr>
<tr>
<td></td>
<td>b. Security</td>
</tr>
<tr>
<td></td>
<td>c. Condition</td>
</tr>
<tr>
<td>Tester manual section ref</td>
<td>Checks and assessments not completed by Candidate</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td><strong>Speedometer</strong></td>
<td>1. Check speedometer fitment, condition, illumination and operation if road test carried out</td>
</tr>
</tbody>
</table>

**Electronic stability control (ESC)**  
Check and assess:  
   a. Wheel speed sensors  
   b. ESC wiring  
   c. Other ESC component missing or damaged  
   d. ESC switch damaged or not functioning correctly  
   e. ESC MIL indicates a system malfunction  

<table>
<thead>
<tr>
<th><strong>Nuisance</strong></th>
<th><strong>Noise suppression system</strong></th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a. Check the exhaust noise levels are not excessive.</td>
<td>1 Major error; no assessment carried out</td>
</tr>
<tr>
<td></td>
<td>b. Check security of the noise suppression system</td>
<td>1 Minor error if not checked</td>
</tr>
<tr>
<td></td>
<td>c. Inspect exhaust silencers and under bonnet sound deadening material.</td>
<td>1 Minor error if not checked</td>
</tr>
</tbody>
</table>

**Engine emissions control equipment**  
Check:  
   a. Original emission control equipment is not missing obviously modified or defective  
   b. Induction or exhaust leak that could affect emissions  
   c. For evidence that a diesel particulate filter has been tampered with.
### Major and Minor Errors

**Group B – Class 3, 4, 5 & 7 - For use during observed tests (see Appendix 6)**

<table>
<thead>
<tr>
<th>Tester manual section ref</th>
<th>Checks and assessments not completed by Candidate</th>
<th>Major or Minor errors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Use of Equipment, Emission Procedure</strong></td>
<td>1. No Emissions test carried out using the appropriate, approved equipment</td>
<td>1 Major error</td>
</tr>
<tr>
<td>2. Carried out an inappropriate emissions test e.g. Cat test of non cat vehicle</td>
<td>1 Major error</td>
<td></td>
</tr>
<tr>
<td>3. Incorrect limits used</td>
<td>1 Major error</td>
<td></td>
</tr>
<tr>
<td><strong>Test Pre Checks</strong></td>
<td>1. Ensure the vehicle has clearly reached normal temperature before carrying out an exhaust check</td>
<td>1 Minor error</td>
</tr>
<tr>
<td>2. Omit a stage (including elements of pre checks on Diesels) in the emissions test appropriate to the vehicle</td>
<td>1 Minor error for one or more stage omitted</td>
<td></td>
</tr>
<tr>
<td><strong>Fluid leaks</strong></td>
<td>1. Did not check for fluid leaks</td>
<td>1 Minor error</td>
</tr>
<tr>
<td><strong>Section 9</strong></td>
<td><strong>Supplementary tests for buses and coaches</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Supplementary tests for Busses and coaches</strong></td>
<td><strong>Doors</strong></td>
<td></td>
</tr>
<tr>
<td>Check entrance and exit doors for:</td>
<td></td>
<td>1 Major error; no assessment carried out</td>
</tr>
<tr>
<td>a. operation</td>
<td></td>
<td>1 Minor error if not checked</td>
</tr>
<tr>
<td>b. condition</td>
<td></td>
<td>1 Minor error if not checked</td>
</tr>
<tr>
<td>c. operation of emergency control</td>
<td></td>
<td>1 Minor error if not checked</td>
</tr>
<tr>
<td>d. operation of remote control or warning device</td>
<td></td>
<td>1 Minor error if not checked</td>
</tr>
</tbody>
</table>
### Group B – Class 3, 4, 5 & 7 - For use during observed tests (see Appendix 6)

<table>
<thead>
<tr>
<th>Tester manual section ref</th>
<th>Checks and assessments not completed by Candidate</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Check emergency exits for:</strong></td>
<td>1 Major error; no assessment carried out</td>
</tr>
<tr>
<td></td>
<td>a. operation</td>
<td>1 Minor error if not checked</td>
</tr>
<tr>
<td></td>
<td>b. emergency exit does not meet requirements</td>
<td>1 Minor error if not checked</td>
</tr>
<tr>
<td></td>
<td>c. presence of break glass hammer where applicable</td>
<td>1 Minor error if not checked</td>
</tr>
<tr>
<td></td>
<td>d. presence/access to emergency exit</td>
<td>1 Minor error if not checked</td>
</tr>
<tr>
<td></td>
<td><strong>Passenger grab handles</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Check for presence and condition of:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. A passenger grab handle</td>
<td>1 Minor error if not checked</td>
</tr>
<tr>
<td></td>
<td><strong>Steps and Stairs</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Check:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. Condition of steps and stairs</td>
<td>1 Major error; no assessment carried out</td>
</tr>
<tr>
<td></td>
<td>d. Operation of retractable step</td>
<td>1 Major error; no assessment carried out</td>
</tr>
<tr>
<td></td>
<td><strong>Section 10</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Seat belt installation checks</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Notes only</td>
<td></td>
</tr>
</tbody>
</table>
## Major and Minor Errors

### Group B – Class 3, 4, 5 & 7 - For use during observed tests (see Appendix 6)

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</thead>
<tbody>
<tr>
<td>Section 11</td>
<td><strong>On Class 5 vehicles</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Driving controls</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Check:</td>
<td>1 Major error; no assessment carried out</td>
</tr>
<tr>
<td></td>
<td>b. Clutch</td>
<td>1 Minor error if not checked</td>
</tr>
<tr>
<td></td>
<td>c. Accelerator</td>
<td>1 Minor error if not checked</td>
</tr>
<tr>
<td></td>
<td>d. Gear selector</td>
<td>1 Minor error if not checked</td>
</tr>
<tr>
<td></td>
<td><strong>Brake Performance</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Check:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. The correct weight has been used in any brake performance calculation</td>
<td>1 Minor error if not calculated correctly</td>
</tr>
<tr>
<td></td>
<td>b. Applied brake test not carried out (if appropriate)</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td><strong>Steering</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Check that tester is aware that use of turning plates is not mandatory for Class 5 vehicle but they should be used if suitable</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td><strong>Visibility</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Check:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. windscreens and windows on either side of the driver’s seat made from safety glass</td>
<td>1 Minor error</td>
</tr>
<tr>
<td></td>
<td>b. all other windows made from safety glass or safety glazing</td>
<td>1 Minor error</td>
</tr>
</tbody>
</table>
Contact points

1. **DVSA**
   
e. **DVSA National Headquarters**
   
   Address
   Driver and Vehicle Standards Agency
   Berkeley House,
   Croydon Street,
   **BRISTOL, BS5 0DA**
   
   Telephone 0300 123 9000*
   Email enquiries@dvsa.gov.uk
   
f. **DVSA Customer Service Centre**
   
   0300 123 9000*
   Opening hours 07:30 – 18:00 Monday to Friday
   
g. **Web Address**
   
   For access to our services visit:
   
   
h. **MOT Testing and Approval Contact Addresses**
   
   For MOT, vehicle testing and approval enquiries visit:
   
   
i. **MOT History Check**
   
   A vehicle’s available MOT history including mileage at the time of the test and defects found (if applicable) can be viewed on-line using the MOT History check service. The registration mark and the Make of the vehicle will be required.
   
   Visit our website at [www.gov.uk/check-mot-history](http://www.gov.uk/check-mot-history)
   
j. **MOT Status Check Service**
   
   The validity of a vehicle’s MOT certificate may be checked on-line using the MOT Status check service. The registration mark and the Make of the vehicle will be required.
   
   Visit our website at [www.gov.uk/check-mot-status](http://www.gov.uk/check-mot-status)
   
g. **DVSA Intelligence Unit**
   
   Authorised Examiners and Testers should be aware that DVSA has a dedicated Intelligence Unit (IU) which is intended to help improve effectiveness and maintain the standards and reputation of the MOT Service. The IU provides national coverage via regional coordinators and can be contacted via the DVSA Safety Line (details below). In particular, the IU is keen to receive any information which may lead to the successful targeting of Authorised Examiners or Testers who are undermining road safety and/or the reputation of the MOT Service. For example, where MOT testing is not carried out to the correct standards or procedures; staff have convictions which have not been reported to DVSA; or serious administrative malpractice. We all have a part to play in maintaining the reputation of the MOT Service, as well as a responsibility for its impact
Contact points

on road safety and environmental protection. Any information provided will be treated in
the strictest of confidence.

Telephone 0300 123 9000*

Opening hours 07:30 – 18:00 Monday to Friday

DVSA Safety Email: intelligenceunit@dvsa.gov.uk

h. Applications for Authorisation

For information on the Requirements for Authorisation please refer to either
https://www.gov.uk/topic/mot/run-mot-test-station, Sections B and D of the MOT
Testing Guide or the DVSA Contact Centre (details above).

i. Matters of Testing

Matters of Testing gives advice and information for the MOT industry and is available
online.

It gives regular updates on the MOT Service, MOT related video clips, common
questions, advice and tips.

To sign up go to https://mattersoftesting.blog.gov.uk

2. MOT Testing Service Desk

If the MOT Testing Service does not appear to be functioning correctly then users should first
check on the MOT service status page https://mattersoftesting.blog.gov.uk/mot-testing-
service-status/. If there is a widespread problem then the contingency code will appear here.

However, if you are still experiencing a problem and the status page does not indicate one,
then the MOT Service Desk should be used. The desk is equipped to support users doing
tasks that they are not familiar with, and can also help troubleshoot problems that are being
experienced by the user.

Where the case appears to be with the VTS’s IT equipment then the VTS will need to get that
problem investigated themselves – but the helpdesk will do all it can to point the VTS in the
right direction.

When the problem cannot be resolved over the phone, then the problem will need to be
referred to our back-up technical teams. In such cases a reference number will be provided
– that can be used in any follow up calls.

Where there does appear to be a problem with the MOT Testing Service preventing the VTS
from testing then a contingency code will be issued (see separate section on contingency
testing).

When there is a widespread problem with the MOT Testing Service then the contingency
code will be posted at [MOT Status page] and on the ‘message’ on the phone line.
Telephone 0330 123 5654*
email customerservices@dvsa.gov.uk
Opening hours
Monday to Friday  08:00 – 18:00
Saturday 08:00 – 14:00
(excluding Bank holidays)

# Note: Your call may be monitored or recorded for lawful purposes.  
* Note: Calls are charged at the local rate
## Change table

<table>
<thead>
<tr>
<th>List of significant changes made to the MOT Testing Guide Reference</th>
<th>Description</th>
<th>Version Change Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction Notes</td>
<td>Dual Purpose Vehicles Addition of note regarding dual purpose vehicles</td>
<td>February 2018</td>
</tr>
<tr>
<td>Introduction Notes</td>
<td>American Pick up Addition of note regarding American Pick up vehicles</td>
<td>February 2018</td>
</tr>
<tr>
<td>Section B B3</td>
<td>Removal of incorrect reference</td>
<td>February 2018</td>
</tr>
<tr>
<td>Sections B, D, E, H, L, App1, App 6</td>
<td>Removal of reference to Area Offices following the centralisation of MOT administration</td>
<td>February 2018</td>
</tr>
<tr>
<td>Section B B4 5</td>
<td>Modification of equipment Amendment to application process for minor changes</td>
<td>February 2018</td>
</tr>
<tr>
<td>Section D 6.2</td>
<td>Submission of enclosures for applications Option of confirmation of requirements via a solicitors letter</td>
<td>February 2018</td>
</tr>
<tr>
<td>Section B6</td>
<td>Assurance Clarification on requirements for quality checks in quality management</td>
<td>February 2018</td>
</tr>
<tr>
<td>Section D2 2</td>
<td>Submission of plans Change to preferred format to be digital</td>
<td>February 2018</td>
</tr>
<tr>
<td>Section D D2 6</td>
<td>MOT Testing Signs and Notices Clarification of specification for MOT notice board</td>
<td>February 2018</td>
</tr>
<tr>
<td>Section D D4 2</td>
<td>Lift Correction of BS EN 7980:2003 number</td>
<td>February 2018</td>
</tr>
<tr>
<td>Section H H3</td>
<td>Leaflets and Customer Information Hyperlink Replace hyperlink to diesel smoke leaflet</td>
<td>February 2018</td>
</tr>
<tr>
<td>Section H para H4 b</td>
<td>Replacement issue Change for replacement issue parameter from 7 days to 28 days</td>
<td>February 2018</td>
</tr>
<tr>
<td>Section I Para 5</td>
<td>Disciplinary Action – How it can Arise Addition of new paragraph 5 (j)</td>
<td>February 2018</td>
</tr>
<tr>
<td>Appendix 6</td>
<td>Training and demonstration test requirements Clarification of requirements: demonstration test request maintaining testing status suitable vehicle used for a demonstration test</td>
<td>February 2018</td>
</tr>
<tr>
<td>List of significant changes made to the MOT Testing Guide Reference</td>
<td>Description</td>
<td>Version Change Date</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>-------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Appendix 8.1 A1</td>
<td>Fraud, Dishonesty or Gross Negligence Clarification of test duration</td>
<td>February 2018</td>
</tr>
<tr>
<td>Appendix 8.2</td>
<td>Penalty points Removal of points for Other excessive corrosion, wear or damage on a testable item missed.</td>
<td>February 2018</td>
</tr>
<tr>
<td>Appendix 8.9 Group B</td>
<td>Section 2 Steering and suspension Removal of ‘driving controls’ in title</td>
<td>February 2018</td>
</tr>
<tr>
<td>Appendix 8.9 Group B</td>
<td>Section 2 Jacking of vehicle Removal of ‘use of turntable’ in title</td>
<td>February 2018</td>
</tr>
<tr>
<td>Appendix 8.9 Group B</td>
<td>Section 2 Jacking of vehicle Point 2 amended</td>
<td>February 2018</td>
</tr>
<tr>
<td>Appendix 8.9 Group B</td>
<td>Section 3 Brakes - Performance Checks Point 9 Correction of error. Change ‘front wheels’ to ‘rear wheels’</td>
<td>February 2018</td>
</tr>
<tr>
<td>Appendix 8.9 Group B</td>
<td>Section 6 body, Structure and General Items Clarification items that are relevant for class 5 vehicles</td>
<td>February 2018</td>
</tr>
<tr>
<td>Appendix 9 para 1 d</td>
<td>Amendment of DVSA contact points</td>
<td>February 2018</td>
</tr>
<tr>
<td>Appendix 9 para 2</td>
<td>MOT Testing Service Desk Amendment to contact details</td>
<td>February 2018</td>
</tr>
</tbody>
</table>

**Implementation of EU Directive 2014/45**

June 2018
## Change table

<table>
<thead>
<tr>
<th>List of significant changes made to the MOT Testing Guide Reference</th>
<th>Description</th>
<th>Version Change Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Abbreviations and definitions</strong></td>
<td>Definition of VT20, CT20, VT30, CT30, VT32 amended&lt;br&gt;Removal of CT32</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Section B Retests</strong>&lt;br&gt;Paras 5.12, 5.18,</td>
<td>Inclusion of dangerous, major and minor defects.</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Section B 5.19</strong></td>
<td>Clarification of retest of minor defects</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Section H Documentation</strong>&lt;br&gt;Para 9</td>
<td>Removal of VT32 as a Trade document</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Para 11</strong>&lt;br&gt;</td>
<td>VT20 and VT30 no longer dual language.&lt;br&gt;Separate English and Welsh versions, the tester can print one or both</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>H5</strong></td>
<td>CT32 removed from retention table</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Section N Contingency testing</strong>&lt;br&gt;Para 2.3</td>
<td>Removal of CT32</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Para 2.4</strong></td>
<td>Additional details to collect and record:&lt;br&gt;Vehicle category&lt;br&gt;Country of origin</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Para 2.5 (a)</strong></td>
<td>Addition of minor defects</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Para 2.5 (b)</strong></td>
<td>Include severity of defect</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Examples</strong></td>
<td>CT32 removed&lt;br&gt;VT20 and VT30 replaced</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Appendix 8.4 Para B</strong></td>
<td>Penalty Points&lt;br&gt;New item added for Minor Defects</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Appendix 8.9 Demo Test criteria</strong></td>
<td>Updated in line with new and changed defects</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Other Changes</strong></td>
<td></td>
<td>June 2018</td>
</tr>
</tbody>
</table>
## Change table

<table>
<thead>
<tr>
<th>List of significant changes made to the MOT Testing Guide Reference</th>
<th>Description</th>
<th>Version Change Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section D1</strong> Par 7.2</td>
<td>Who to train – clarification on who may be an AEDM</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Section D1</strong> Par 7.2.4</td>
<td>Timing of AE training – removal of 1 month parameter before approval</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Section D1</strong> Par 7.4</td>
<td>SM role – advise on the number of VTSs a SM is able to manage</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Section B2</strong> 7.1 (b)</td>
<td>Clarification of requirement to re-authorised of a previously testing VTS</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Section I</strong> Discipline Para 3</td>
<td>Underlying principles – General Inclusion of the impact on the environment</td>
<td>June 2018</td>
</tr>
<tr>
<td>Para 7.2</td>
<td>Disciplinary Procedures – removal of a reminder letter for non-respondents</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Section L</strong> Accounts and Fees Para L6.1</td>
<td>Clarification of AEDM and AED roles ability to order MOT slots</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Appendix 8.4</strong> Para B</td>
<td>Equipment Calibration and Maintenance Note 3 – Cap on points changed from 500 points to 100 points</td>
<td>June 2018</td>
</tr>
<tr>
<td><strong>Section H</strong> Documentation</td>
<td>Terminology change Change 'Inspector' to 'Issuer'</td>
<td>September 2018</td>
</tr>
<tr>
<td><strong>Section H</strong> Documentation pg 97 6b iv Replacement certificates</td>
<td>Removal of line: Do not register the vehicle for a subsequent test with the correct details, as this will leave an incorrect record on the database and cost an additional test slot</td>
<td>September 2018</td>
</tr>
<tr>
<td><strong>Section A Introduction</strong> A2.1</td>
<td>Exemptions pg 12 Removal of electric goods vehicles</td>
<td>December 2018</td>
</tr>
<tr>
<td><strong>Section B Authorised Examiners</strong> pg 20 and Section D pg 35</td>
<td>Amendment to the application to DVSA for changes to fixed equipment</td>
<td>December 2018</td>
</tr>
<tr>
<td><strong>Section B Authorised Examiners</strong> pg 21</td>
<td>Removal of reference to site assessments</td>
<td>December 2018</td>
</tr>
<tr>
<td><strong>Section B Authorised Examiners</strong> B5 para 2</td>
<td>Dormant sites pg 22 Removal of reference to collection of documentation</td>
<td>December 2018</td>
</tr>
<tr>
<td><strong>Section D Req for Auth</strong> Para 4.2</td>
<td>Supporting documents pg 38/39 Update photographic evidence and signatories</td>
<td>December 2018</td>
</tr>
</tbody>
</table>
## Change table

<table>
<thead>
<tr>
<th>List of significant changes made to the MOT Testing Guide Reference</th>
<th>Description</th>
<th>Version Change Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section D Req for Auth Para 6.1 and Appendix 2</strong></td>
<td>VTS signage pg 55 pg 141 Clarification on number of roadside signs</td>
<td>December 2018</td>
</tr>
<tr>
<td><strong>Appendix 6 Tester Training and Demo</strong></td>
<td>Arranging a demo pg 162/163 Change to requesting a demo test – now done via the customer service centre</td>
<td>December 2018</td>
</tr>
<tr>
<td><strong>Appendix 8.1 Disciplinary</strong></td>
<td>Pg 169 New item added 4 j</td>
<td>December 2018</td>
</tr>
<tr>
<td><strong>Appendix 8.4 Disciplinary</strong></td>
<td>Pg 184/185 Item moved from 8.4D to 8.4C 5 The VRM and or VIN recorded on the MOT Testing Service do not match the presented vehicle. (Where this is not covered in Appendix 8.1)</td>
<td>December 2018</td>
</tr>
<tr>
<td><strong>Abbreviations &amp; Definitions</strong></td>
<td>Remove company secretary or each officer of the company from AEP definition</td>
<td>March 2019</td>
</tr>
<tr>
<td><strong>Section D Para 7.1 page 48</strong></td>
<td>Align guide with VT01 and guidance notes regarding not needing form B1 and 2 for company secretary</td>
<td>March 2019</td>
</tr>
<tr>
<td><strong>Section H Replacement Test Documents</strong></td>
<td>Add online info link relating to test record corrections</td>
<td>March 2019</td>
</tr>
<tr>
<td><strong>Section N Para 2.3 page 128</strong></td>
<td>Removed duplication of wording relating to document retention. No change of policy.</td>
<td>March 2019</td>
</tr>
<tr>
<td><strong>Appendix 8.9</strong></td>
<td>Re-format pages to correctly label Group B section headings</td>
<td>March 2019</td>
</tr>
<tr>
<td><strong>Abbreviations &amp; Definitions</strong></td>
<td>Added AEC definition</td>
<td>Nov 2019</td>
</tr>
<tr>
<td><strong>Section B Authorised Examiner B3. Page 17</strong></td>
<td>Added advice / instruction when closing a MOT test centre</td>
<td>Nov 2019</td>
</tr>
<tr>
<td><strong>Section B Authorised Examiner B4.11 Page 22</strong></td>
<td>Removed obsolete advice relating notifying DVSA of Convictions and replaced with updated requirements</td>
<td>Nov 2019</td>
</tr>
<tr>
<td><strong>Section D Req’ for Authorisation page 43 6.2.1.b.ii</strong></td>
<td>Added ‘ and facilities’ Removed definition example list.</td>
<td>Nov 2019</td>
</tr>
<tr>
<td><strong>Section D Req’ for Authorisation D1.2 page 34</strong></td>
<td>Changed advice relating to Convictions and Repute</td>
<td>Nov 2019</td>
</tr>
</tbody>
</table>
## List of significant changes made to the MOT Testing Guide Reference

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
<th>Version Change Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section D Req' for Authorisation D1.3.1.3 page 35</td>
<td>Changed advice relating to Convictions and Repute</td>
<td>Nov 2019</td>
</tr>
<tr>
<td>Section D Req' for Authorisation D1.1.4.2 page 40 - 42</td>
<td>Changed advice relating to Convictions and Repute and DBS checks</td>
<td>Nov 2019</td>
</tr>
<tr>
<td>Section E Tester1.9 and 2.1 page 89, 90</td>
<td>Change in reference required relating to Convictions and repute</td>
<td>Nov 2019</td>
</tr>
<tr>
<td>Section H Documentation H4.6.c page 99</td>
<td>Added advice on requirement to input current V5C number to MTS when issuing duplicate VT20 when not originally tested at the VTS</td>
<td>Nov 2019</td>
</tr>
<tr>
<td>Section H Documentation H4.d.ii page 100</td>
<td>Replaced incorrect reference</td>
<td>Nov 2019</td>
</tr>
<tr>
<td>Section I Discipline I.2.3 page 106</td>
<td>Added - having an impact on the environment or likely to affect the integrity of the MOT scheme or DVSA</td>
<td>Nov 2019</td>
</tr>
<tr>
<td>Section I Discipline I.3f &amp; g page 103</td>
<td>Added Cessation will be justified if a Tester receives any conviction, or loses repute</td>
<td>Nov 2019</td>
</tr>
<tr>
<td>Section I Discipline I.4.a &amp;b, g page 104</td>
<td>Added Cessation will be justified if an AE receives any conviction, or loses repute</td>
<td>Nov 2019</td>
</tr>
<tr>
<td>Section I Discipline I.7.14 page 110</td>
<td>Added paragraph relating to Convictions and repute changing numbering of section also</td>
<td>Nov 2019</td>
</tr>
<tr>
<td>Section M System rules and Roles page 28</td>
<td>Added information relating to new AEC role</td>
<td>Nov 2019</td>
</tr>
<tr>
<td>Appendix 7 page 165 - 169</td>
<td>Use unused Appendix 7 for Conviction and repute policy guides</td>
<td>Nov 2019</td>
</tr>
<tr>
<td>Appendix 8.1 Cessation without previous Warning 8.1.A.2 page 172</td>
<td>Replaced paragraph relating to Convictions and repute</td>
<td>Nov 2019</td>
</tr>
<tr>
<td>Appendix 8.1 Cessation without previous Warning 8.1.A.3.e page 172</td>
<td>Replaced paragraph relating to Convictions and repute</td>
<td>Nov 2019</td>
</tr>
<tr>
<td>Appendix 8.1 Cessation without previous Warning 8.1.A.4.e &amp; f page 173</td>
<td>Added and replaced information relating to Convictions and repute</td>
<td>Nov 2019</td>
</tr>
</tbody>
</table>
## Change table

<table>
<thead>
<tr>
<th>List of significant changes made to the MOT Testing Guide Reference</th>
<th>Description</th>
<th>Version Change Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix 8.1 Cessation without previous Warning 8.1.B.2 &amp; 3 page 174</td>
<td>Added and replaced information relating to Convictions and repute</td>
<td>Nov 2019</td>
</tr>
</tbody>
</table>
# Index

<table>
<thead>
<tr>
<th>ABS warning</th>
<th>78</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance</td>
<td>13</td>
</tr>
<tr>
<td>Authorisation Examiner Application</td>
<td>16</td>
</tr>
<tr>
<td>Authorised Examiner</td>
<td></td>
</tr>
<tr>
<td>Cessation of Authorisation</td>
<td>17</td>
</tr>
<tr>
<td>General Responsibilities</td>
<td>19</td>
</tr>
<tr>
<td>How to Apply to become an AE</td>
<td>37</td>
</tr>
<tr>
<td>Intention to Refuse</td>
<td>17</td>
</tr>
<tr>
<td>Training</td>
<td>17</td>
</tr>
<tr>
<td>Brake Testing</td>
<td></td>
</tr>
<tr>
<td>Class 5</td>
<td>78</td>
</tr>
<tr>
<td>Class 7</td>
<td>84</td>
</tr>
<tr>
<td>Classes 1 and 2</td>
<td>59</td>
</tr>
<tr>
<td>Classes 3 and 4</td>
<td>65</td>
</tr>
<tr>
<td>Cancel</td>
<td>119</td>
</tr>
<tr>
<td>Complaint about a test</td>
<td></td>
</tr>
<tr>
<td>About a VT20</td>
<td>94</td>
</tr>
<tr>
<td>Statutory Appeal</td>
<td>94</td>
</tr>
<tr>
<td>Contact points</td>
<td></td>
</tr>
<tr>
<td>DVSA</td>
<td>216</td>
</tr>
<tr>
<td>DVSA Contact Centre</td>
<td>216</td>
</tr>
<tr>
<td>MOT Testing Service Desk</td>
<td>217</td>
</tr>
<tr>
<td>Web Address</td>
<td>216</td>
</tr>
<tr>
<td>Contingency Testing</td>
<td>126</td>
</tr>
<tr>
<td>CT Catch Up</td>
<td>130</td>
</tr>
<tr>
<td>Incident Code</td>
<td>126</td>
</tr>
<tr>
<td>Test Documentation</td>
<td>127</td>
</tr>
<tr>
<td>Convictions</td>
<td>21</td>
</tr>
<tr>
<td>Credits</td>
<td>186</td>
</tr>
<tr>
<td>Damage disclaimer</td>
<td>185</td>
</tr>
<tr>
<td>Data Protection</td>
<td>28</td>
</tr>
<tr>
<td>Design Gross Weight</td>
<td>9</td>
</tr>
<tr>
<td>Discipline</td>
<td></td>
</tr>
<tr>
<td>Advice</td>
<td>106</td>
</tr>
<tr>
<td>Appeals Against Cessation</td>
<td>109</td>
</tr>
<tr>
<td>Formal Discipline</td>
<td>106</td>
</tr>
<tr>
<td>Informal Hearing guidance notes</td>
<td>190</td>
</tr>
<tr>
<td>Informal Hearings</td>
<td>110</td>
</tr>
<tr>
<td>Notice of Cessation</td>
<td>108</td>
</tr>
<tr>
<td>Period of cessation for Authorised Examiners</td>
<td>109</td>
</tr>
<tr>
<td>Period of cessation for Testers</td>
<td>109</td>
</tr>
<tr>
<td>Points Evaluation</td>
<td>106</td>
</tr>
<tr>
<td>Shortcomings in Testing and Operation</td>
<td>102</td>
</tr>
<tr>
<td>Single office cessation</td>
<td>166</td>
</tr>
<tr>
<td>Dishonesty</td>
<td>166, 220</td>
</tr>
<tr>
<td>Dormant Sites</td>
<td>22</td>
</tr>
<tr>
<td>Driving licence</td>
<td>89</td>
</tr>
<tr>
<td>Non UK</td>
<td>90</td>
</tr>
<tr>
<td>Restricted</td>
<td>89</td>
</tr>
<tr>
<td>Dual purpose vehicles</td>
<td>12</td>
</tr>
<tr>
<td>Duplication of Test Documentation</td>
<td>98</td>
</tr>
<tr>
<td>DVSA</td>
<td>92</td>
</tr>
<tr>
<td>Complaints Regarding DVSA</td>
<td>92</td>
</tr>
<tr>
<td>DVSA Intelligence Unit</td>
<td>216</td>
</tr>
</tbody>
</table>

Issue date: November 2019
## Index

### Emissions Testing
- Class 5 ........................................................................................................................................ 79
- Class 7 ........................................................................................................................................ 85
- Classes 3 and 4 ............................................................................................................................. 67

### Equipment calibration
- ATL Weighing Facility .............................................................................................................. 146
- Diesel Smoke Meter .................................................................................................................... 147
- Exhaust Gas Analysers ................................................................................................................. 144
- Motorcycle Weighing Facility ..................................................................................................... 147
- Plate Brake Testers ...................................................................................................................... 146
- Roller Brake Testers ..................................................................................................................... 145

### Equipment Calibration ........................................................................................................ 141

### Exchange Test Documentation .......................................................................................... 99

### Exemption certificates ........................................................................................................ 30

### Exemptions .......................................................................................................................... 12

### Fees
- Duplicate, Replacement and Exchange Certificate Fees .......................................................... 118
- Retest Fees ............................................................................................................................... 117
- Test fees ................................................................................................................................. 117

### Forms
- Fees and Appeals Poster ........................................................................................................... 96
- VT01 - Application .................................................................................................................... 96
- VT17 - Notice of Appeal ........................................................................................................... 97
- VT20 - Test Certificate ............................................................................................................. 97
- VT29/VT29M ............................................................................................................................ 99
- VT30 – Refusal of an MOT Test Certificate .............................................................................. 99
- VT32 – Advisory Notice ........................................................................................................... 99
- VT9 - Authorisation of an Examin ......................................................................................... 96

### Fraud ..................................................................................................................................... 166, 220

### Gross Negligence ............................................................................................................... 166, 220

### Headlamp Aim Testing
- Class 1 and 2 ........................................................................................................................... 58
- Class 5 ........................................................................................................................................ 76
- Class 7 ........................................................................................................................................ 83
- Classes 3 and 4 .......................................................................................................................... 64

### Incorrect operation of testing scheme
- Breaches of security .................................................................................................................. 182
- Equipment calibration ................................................................................................................ 182
- Other items ............................................................................................................................... 183

### Incorrect test methods
- Penalty points ............................................................................................................................ 171
- Retests ....................................................................................................................................... 171
- Split Testing ............................................................................................................................. 172

### Incorrect test standards
- Penalty points ............................................................................................................................ 170

### Inspection Manuals ............................................................................................................ 96

### Leaflets ................................................................................................................................... 96, 219

### Liability for Loss or Damage ............................................................................................. 153

### Living Vans .......................................................................................................................... 13

### Matters of Testing ................................................................................................................. 217

### Moped .................................................................................................................................... 13

### MOT Accounts ..................................................................................................................... 119
- Account Refunds ....................................................................................................................... 120
- Test Slot Charges ...................................................................................................................... 119

---

Issue date: November 2019
Index

MOT History Check ................................................................. 216
MOT IT Equipment ................................................................ 45
  Internet connection ......................................................... 45
  Printer ............................................................................ 46
MOT Manager
  Change of AEDM ......................................................... 138
  Training ................................................................. 137
MOT Status Check Service .................................................. 216
Motor Caravans ................................................................. 13
Mystery shopper ............................................................... 105
Play buses ........................................................................ 13
Premises .......................................................................... 35
Prohibitions ....................................................................... 113
Quadricycles ....................................................................... 13
Refusal to test ............................................................... 151
Remote rural areas, Authorised Examiner in ................. 56
Replacement Test Documentation ..................................... 97
Requirements for authorisation
  All classes ..................................................................... 50
  Class 1 and 2 Vehicles ............................................... 57
  Class 3 and 4 vehicles ................................................ 61
  Class 5 Vehicles ........................................................ 73
  Class 7 Vehicles ........................................................ 80
Requirements for premises
  All classes ................................................................. 51
Retests ............................................................................. 23
Roles and responsibilities
  AE Delegate (AED) ....................................................... 123
  Authorised Examiner Designated Manager (AEDM) ........ 122
  Site Manager (SM) ....................................................... 123
  Tester ................................................................. 123
  VTS Admin ............................................................. 123
Roles and Responsibilities .................................................. 122
Security ........................................................................... 20
  MOT Testing Service Security .................................. 124
Security Card ..................................................................... 46
Signs and Notices .......................................................... 141
Test Classes ....................................................................... 9
Tester
  Criteria for becoming a Tester .................................. 89
  Disqualification from driving ..................................... 89
  General ................................................................. 88
  Non UK licences ....................................................... 90
Tester training
  Class 3 and 5 vehicles ................................................ 158
  Demonstration Tests ................................................ 161
MOT Training requirements ............................................. 158
  Test Groups ............................................................. 158
Tester Training
  MOT Annual Training ................................................ 160
  Training Requirements Table .................................. 159
Testing Responsibilities ................................................... 22
Testing Signs and Notices .................................................. 54
Tricycles ........................................................................... 13
Value Added Tax ............................................................... 118

Issue date: November 2019 233
Index

Vehicle Defect Rectification Schemes (VDRS) ................................................................. 115
Viewing the Test .............................................................................................................. 22
vocational educational qualifications ............................................................................. 156
Voluntary Cessation ....................................................................................................... 17
Waiting room .................................................................................................................. 52
Welsh Language Policy .................................................................................................. 100