

## APPROVED TACHOGRAPH CENTRE SPECIAL NOTICE

### SN 2-2012

Issued June 2012

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

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

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

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

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

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

.....

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

The last Special Notice was: 1-2012

### CONTENTS OF SPECIAL NOTICE

Item	Page	Subject	Relevant to
1	2	<b>Sealing of Encrypted Motion Sensors to Tachograph Cables</b>	DM, NT
2	2	<b>Change to Nominated Technician Application (Minimum Age Criteria)</b>	DM, NT
3	2	<b>Change to Nominated Technician Application (Unspent Convictions Criteria)</b>	DM, NT
4	2	<b>Workshop Card Check</b>	DM, NT

### **Item 1: Sealing of Encrypted Motion Sensors to Tachograph Cables**

There have been several recent instances where VOSA staff have encountered tachograph cables with an encrypted motion sensor where the sensor AND cable are both found to be sealed to the gearbox.

For clarification purposes when an encrypted motion sensor is used **only** the encrypted motion sensor should be sealed to the gearbox as part of the required calibration sealing procedure, and not the tachograph cable as well.

The tachograph cable should be free to be disconnected to allow VOSA examiners to undertake any roadside enforcement activities they require. Where any cables for encrypted sensors are found to be sealed at the roadside VOSA Examiners may break the seal to allow VOSA to undertake their required enforcement checks.

### **Item 2: Change to Nominated Technician Application (Minimum Age Criteria)**

Please note that with immediate effect the requirement to be at least 18 years old before becoming A Nominated Technician is removed. (Para 7.1.1.2). Each application will be judged on the merits of that particular application.

### **Item 3: Change to Nominated Technician Application (Unspent Convictions Criteria)**

Please note that with immediate effect the requirement of not allowing an application to become a Nominated Technician from an individual with unspent convictions is removed (Para 7.1.1.4). Each application will be judged on the merits of that particular application

### **Item 4: Workshop Card Check**

Nominated Technicians are to ensure that the correct company name & address is shown on their current workshop card. Also check that the 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> & 6<sup>th</sup> character of the current workshop card beginning with WB matches the tachograph centre seal number beginning with GB. Any discrepancies please notify [tachosection@vosa.gov.uk](mailto:tachosection@vosa.gov.uk)

Issued by

*Clive Taylor*

Tachograph Calibration Scheme

On behalf of

*Chris Dormand*

Tachograph and Road Speed Limiter Schemes Manager