APPROVED TACHOGRAPH CENTRE SPECIAL NOTICE
SN 2 - 2009
Issued April 2009

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 <u>all</u> 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 – 2009

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Item 1: DTCO 1381 mode activity re-setting

DTCO 1381 digital tachographs supplied with software version 1.2a (i.e. MAN & Mercedes) have the mode activity set that automatically switches to a defined activity for Driver 1 & Driver 2 when the ignition is switched ON or OFF i.e. Break / Rest period.

The mode activity can be re-programmed and set to 'No change' so that the mode activity operates the same as previous DTCO 1381.

To carry out this task requires the insertion of a workshop card and the use of a programmer with the correct software version to enable you to make the adjustments. This can be completed without the need to carry out a full calibration. The VU will not record the insertion of the workshop card; therefore the next re-calibration date recorded in the VU will not be altered.

Centres completing this change should make a manual entry on the GV212 and record it as MINOR work, **but no minor work plaque should be affixed to the vehicle**. There is no VOSA set fee for this work so should be charged at COMMERCIAL RATE.

Item 2: Amendment to Tachograph Calibration Bay Dimensions

Enclosed with this SN is a document entitled Amendments to Tachograph Calibration Bay Dimensions. It details the new dimensional specifications that will be used to approve Approved Tachograph Centres incorporating accepted Roller Brake Tester equipment.

The Designated Centre Manager is to ensure the document is printed off and inserted into the ATCM as Appendix M, the wording Appendix M is to be manually written into the ATCM contents sheet in the front of the manual.

Item 3: Check to be carried out on allocated sealing number

Designated Centre Managers are to carry out a check on Tachograph Calibration Sealing Pliers to ensure the anvils and the Centre sealing number contained in the workshop cards are recording the same unique number as to that allocated to the Centre as shown on the GV209.

Any Centre finding their sealing pliers not embossing the correct seal number or workshop card recording the incorrect seal number must inform the Tachograph Section in Swansea immediately by email tachosection@vosa.gov.uk or telephone 01792 454363.

Should a Centre find they are in possession of additional sets of sealing pliers with numbers other than that shown on the GV209 must contact the Tachograph Section in Swansea, a visit will then be arranged for the Area Tachograph Centre Examiner to witness the destroying of the pliers and issuing of relevant paperwork.

Item 4: Accepted Calibration Equipment-Continental CTC MKI Programmer (1602-21)

The Continental CTC MK I Programmer (1602-21) has been accepted as a programmer for use within the Tachograph Calibration Scheme and will be added to the list of authorised equipment in the ATCM.
Further information on the equipment can be obtained from: Continental Automotive Trading Ltd, 36 Gravelly Industrial Park, Birmingham, B24 8TA Tel 0121 326 1234

Item 5: GV213 updating

Designated Centre Manager's are reminded of the requirement to ensure that the displayed GV213 on the notice board is updated and correct at all times.

Any Technician joining or leaving the Centre, a change to the name of the Designated Manager or Quality Controller must be notified to the Administration Team in Swansea immediately by emailing tachosection@vosa.gov.uk

The workshop cards for technicians no longer employed at the Centre are to be sealed in a separate envelope and retained in the floor safe until the next visit by the VOSA Centre Examiner who will collect the unused card and give a receipt acknowledging the collection. **They are not to be returned directly to DVLA.**

Item 6: Time Instruments Digiprint+ software

Time Instruments are supplying additional software in support of the D-Store software already in use by Calibration Centres. The additional software is called Digiprint+ and has been accepted for use on the scheme by VOSA.

Issued by Colin Morris

Colin Morris

Tachograph Calibration Scheme Project Engineer

On behalf of

Chris Dormand

Tachograph and Road Speed Limiter Schemes Manager

Appendix M

Amendment to Tachograph Calibration Bay Dimensions
This Appendix shall be applicable from the 1st May 2009

Introduction

Until June 2008, the Tachograph Bay dimensions were based on the use of high speed, free-running rollers. After this date, Roller Brake Testers (RBTs) adapted to calibrate tachographs were accepted as a suitable alternative (for details of accepted RBTs please refer to the Approved Tachograph Scheme Special Notices). This document details the new minimum bay dimensions that will be accepted when approving tachograph centres which utilise the RBT equipment.

Due to the slow speeds RBT systems operate at, it has been identified that there is both a reduced risk of debris being thrown out from the wheels and a low level of noise generated. It has therefore been decided that the installation position for the RBT equipment within the bay and certain other dimensions can be different to those required by Centres operating free-running rollers.

As a result of these new bay dimensions there will be scope for workshops already approved under the Designated Premises / Approved Testing Facilities Conditions of Approval or workshops operating an accepted type RBT to apply to become an Approved Tachograph Centre (ATC). This is provided they can also meet all the other requirements detailed in the Approved Tachograph Centre Manual (ATCM) i.e. provide a separate secure workshop and the security requirements for sole use of the tachograph scheme.

This document also addresses some existing dimensional grey areas that existed for approval of Centres with free-running rollers. It has been identified that due to some changes in the dimensional specifications for vehicle approvals that there are certain dimensions in the current ATCM that needed clarifying to ensure there‘s sufficient clearance to allow the vehicle under calibration to fit into the bay and to do so safely.

Existing Approved Tachograph Centres will remain approved with the dimensional requirements specified in the ATCM, but are to note, that should a vehicle be presented to the Centre with an overhang that will not fit on the free-running rollers due to a wall or other obstruction then the Centre is to utilise the linear track.

The document contains a set of drawings showing representations of various bay layouts that may be considered, the drawings are for guidance purposes only and show the minimum dimensions required for equipment installation, provided the bay dimensions meet the minimum requirements for the type of equipment being installed several of the layouts may be incorporated into one design.

It is the responsibility of the Centres to ensure they meet all H & S requirements both locally and nationally. Centres should be aware there is now a requirement in the HSE publication HSG 67, that requires barriers to be fitted next to machinery using roller beds; this is to protect from the chance of entrapment between the rollers. Centres may need to consider fitting barriers in accordance with the above publication to ensure they meet HSE requirements.

The new requirements

For Centres applying for approval to operate with free running rollers;

- In addition to the dimensional requirements specified on page 20 of the ATCM, a minimum clearance of 5.5m is required from the centre line of the driven roller to any rear wall / obstruction, to permit the vehicle to sit safely in the rollers

For Centres applying for approval to operate with approved RBT equipment;

- Entrance and exit doors to allow access of a vehicle 2.6m wide and 4.57m high

- The RBT bed may be installed with a minimum distance of 1.5m from the door aperture to the edge of the RBT bed plate, with the console installed in such a position that can be seen by the Technician from the drivers' seat of the vehicle over the pit.

- The distance from the edge of the RBT bed plate to the lead edge of a the inspection pit, must be 1.5m or greater, and a safety cut out system must be installed in the pit to prevent access to the underside of the vehicle via the pit when the rollers are in operation.

- The measurement from the centre line of the rollers forward to any wall / obstruction must be a minimum of 12m; this is to ensure that from the centre line of the vehicles drive axle forward will be undercover to afford protection to the technician and cab area of the vehicle while working.

- A pit incorporating a cross-pit brake roller installation will be considered for approval provided access to the pit during roller operation is prevented by a safety cut out system.

- A pit with cross tunnels for access will be considered for approval provided there is a safety cut out system installed to prevent access during roller operation.

- A Centre operating with the brake rollers installed inside the exit doors will be considered provided they can meet the requirements, see drawing No. 5.

- ALL installations of RBT systems with tachograph conversions must have a safety cut out system installed to prevent access to the pit during roller operation.

The following drawings clarify existing dimensions for free rollers in Section 1 and the new dimensions that are acceptable for use with RBTs in Section 2.

Section 1: Clarification of Current Dimensions for pits utilising free-running rollers.

Drawing 1: Schematic diagram of the minimum dimensions specified in the ATCM, there is no change to the minimum dimensions specified in the ATCM **only** the clarification of the minimum dimension from the centre line of the driven roller to any wall / obstruction to enable vehicles with long overhangs to fit into the bay safely.

Drawing 2: Minimum dimensional size calibration bay incorporating free running rollers, the inspection pit maybe accessible and available in a separate bay. If the inspection pit is to be incorporated into the calibration bay in front of the rollers then the minimum bay length will need to be extended. This must encompass the minimum 8m between the centre line of the rollers and lead edge of the inspection pit and the minimum 5m long pit and a suitable clearance from the end of the pit to the door.

Section 2: Use of RBT tachograph equipment

Drawing 3: Calibration Bay Only: Minimum dimensions required for a flat bay incorporating a Roller Brake Tester (RBT) with tachograph conversion – with no pit, the bay length can be of any length provided there is a minimum measurement from the centre line of the RBT forward to the bay doors to provide undercover protection to the technician and cab of the vehicle of 12m. A pit can be incorporated into this bay layout of any length provided it meets the minimum dimensions and safety requirements detailed in drawing 3.

Drawing 4: Calibration Bay with Inspection Pit: Minimum dimensions required for a calibration bay with brake roller conversion and a pit of the minimum length of 5m with a bay length of restricted length. A safety cut-out system is required to prevent access to the pit during operation of the RBT.

Drawing 5: Calibration Bay with Inspection Pit and RBT placed at exit of the lane: Minimum dimensions required for a calibration bay incorporating RBT with tachograph conversion and pit, with the RBT installed inside the exit doors of the bay. A safety cut-out system is required to prevent access to the pit during operation of the RBT. This layout may require entry against the flow of traffic; therefore **a site applying for this type of layout will be considered on an individual basis and as part of their application will be required to highlight on the site plans any one-way traffic system in force.**

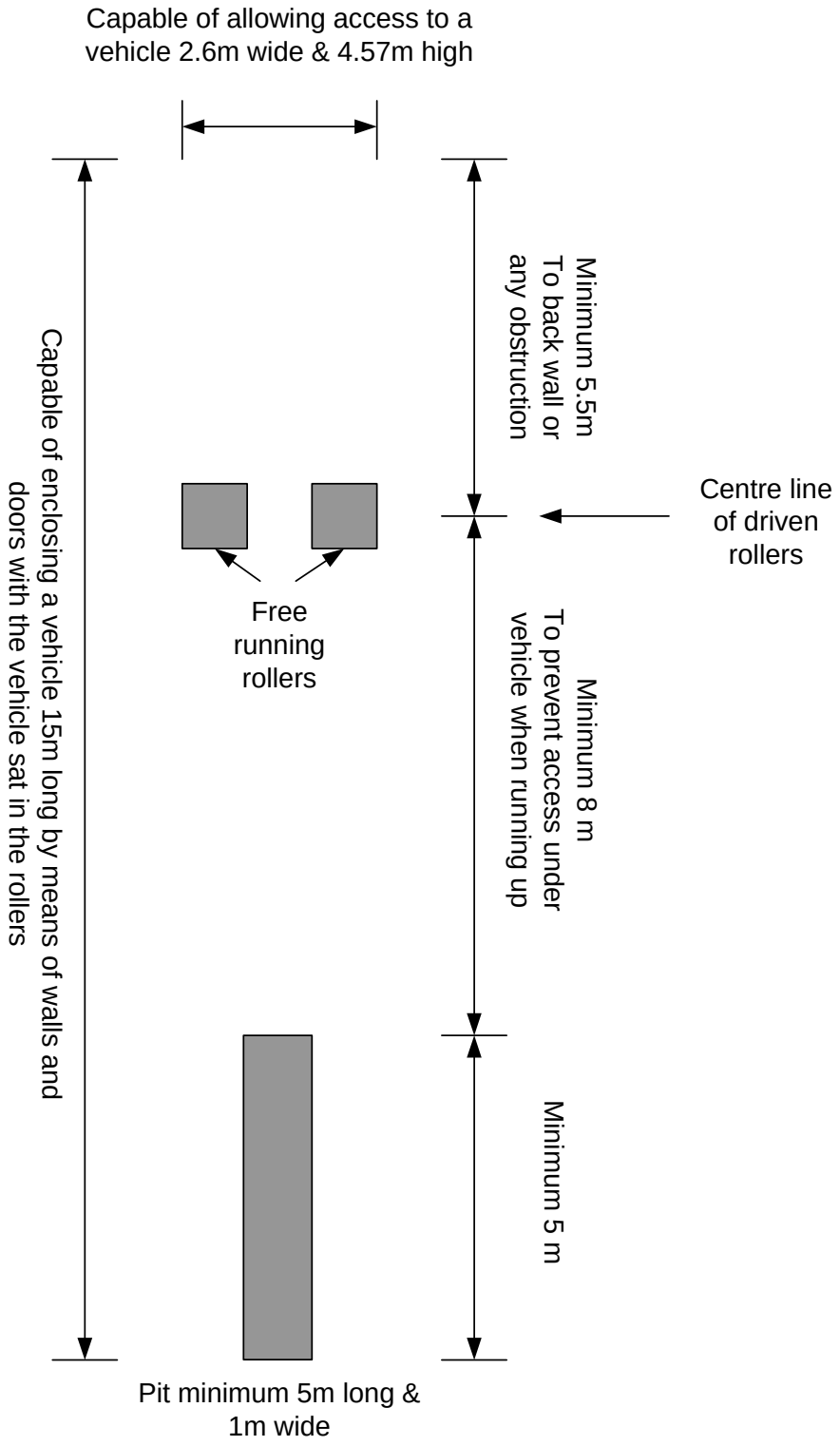
Section 1 Bay dimensions when using free-running rollers

Drawing 1: Schematic diagram of the minimum dimensions specified in the ATCM

Drawing 1

Approved Tachograph Bay Layout

Minimum dimensions specified in ATCM



The minimum 5.5m clearance to the rear of the rollers shown is required due to the overhang on some vehicles may be as long as 5.1m Centres approved with a smaller clearance may still continue but it will need to be understood that should a vehicle with a

long overhang be presented to the Centre and it will not fit onto the rollers then the linear track will need to be utilised.

The 8m from rollers to lead edge of pit is to be measured from centre line of the driven rollers.

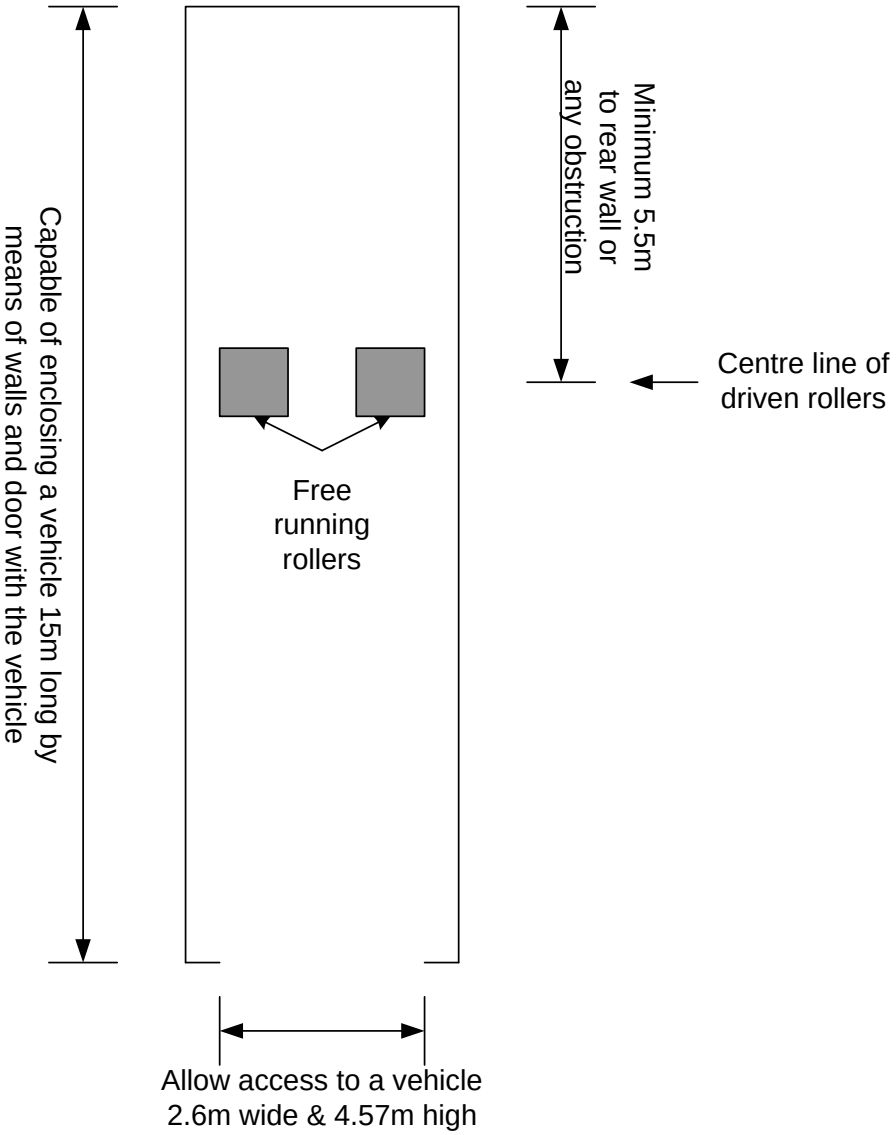
Note: The term DRIVEN ROLLERS for this document is a reference to the pair of rollers where the drive axle usually sits, other rollers fitted on free-running rollers systems are slave rollers and are for use on multi axle vehicles.

Drawing 2: Minimum dimensions for a calibration bay incorporating free running rollers without pit.

Drawing 2

Minimum dimensions for calibration bay incorporating free running rollers

(Reverse in & drive out)



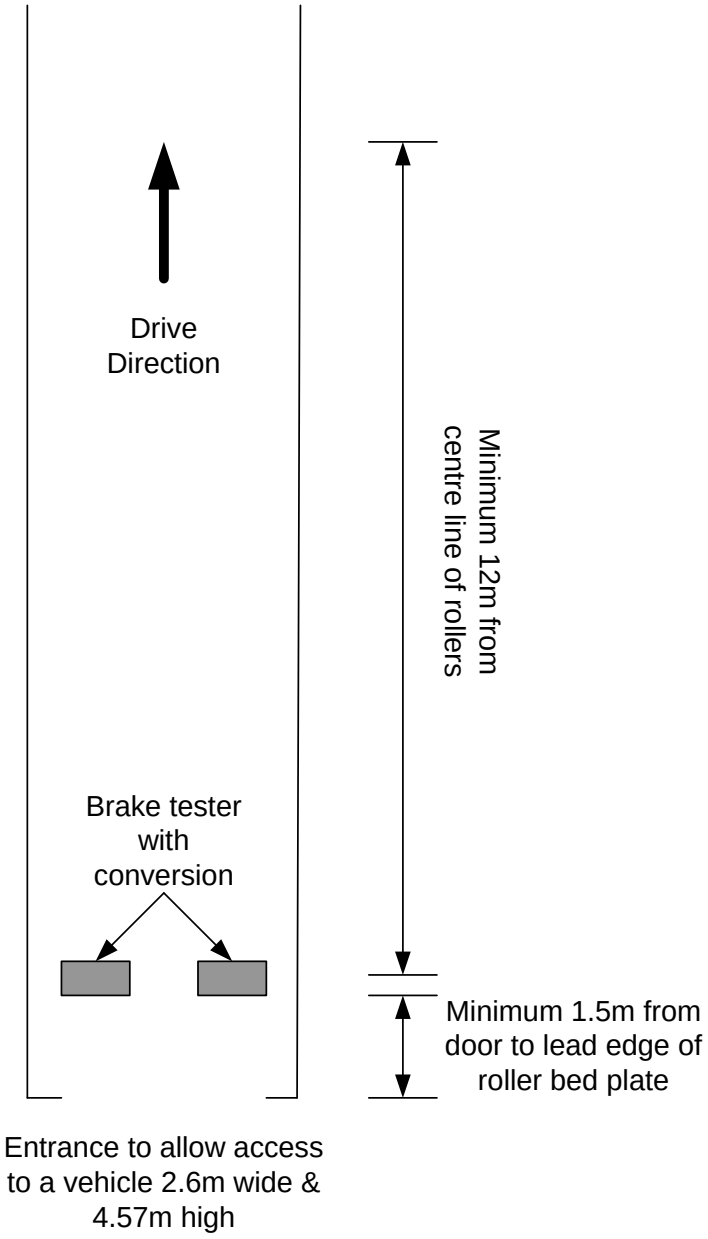
SECTION 2: Drawings detailing the layout for calibration bays utilising RBT equipment

Drawing 3: Minimum dimensions required for a flat bay incorporating a Brake Roller Tester (RBT) with tachograph conversion – with no pit

Drawing 3

Flat bay with Brake Roller Conversion - no pit

Bay length - no specific length



The brake rollers can be installed a minimum of 1.5m inside the entrance; this distance will prevent the need for a person entering the bay and walking directly onto the roller bed and will help prevent water ingress into the rollers in inclement weather.

With this layout the overhang of the vehicle will be permitted to remain outside of the bay, this has been considered acceptable due to the low risk of debris being thrown from the tyres at the lower operating speed and the absence of noise pollution again due to the low operating speed of the rollers.

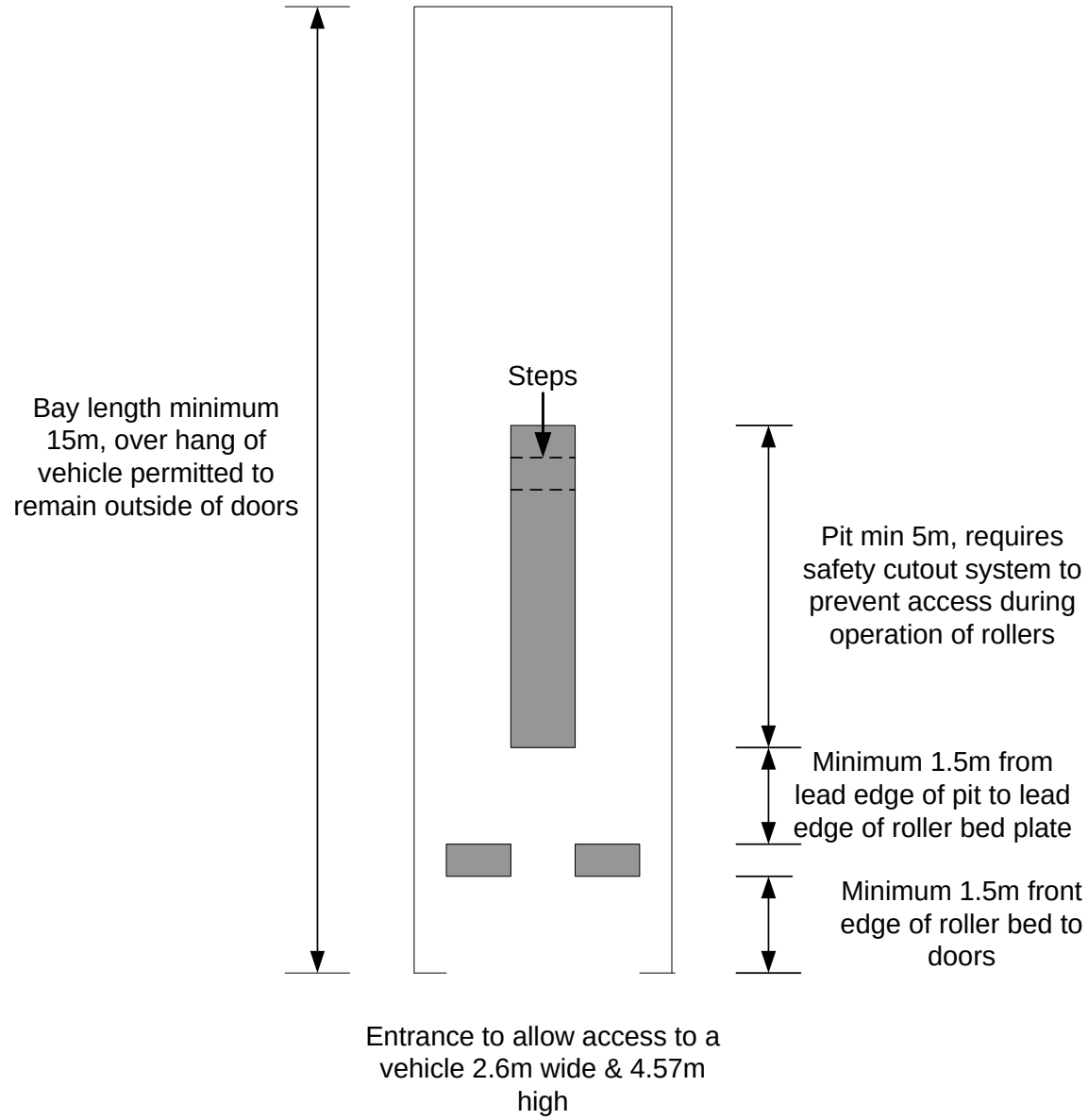
This layout is considered acceptable for any bay length provided there is the minimum 12m clearance from the centre line of the rollers forward.

For a drive through bay with a pit, see pit minimum specifications on Drawing 4.

Drawing 4: Minimum dimensions required for a calibration bay with brake roller conversion and a pit of the minimum length of 5m with a bay length of restricted length.

Drive in bay with brake roller conversion & pit

Drawing 4



The brake rollers must be installed a minimum of 1.5m inside the entrance; this distance will reduce the risk of a person entering the bay and walking directly onto the roller bed and will help prevent water ingress into the rollers in inclement weather.

With this layout the overhang of the vehicle will be permitted to remain outside of the bay. This has been considered acceptable due to the low risk of debris being thrown from the

tyres at the lower operating speed and the absence of noise pollution again due to the low operating speed of the rollers.

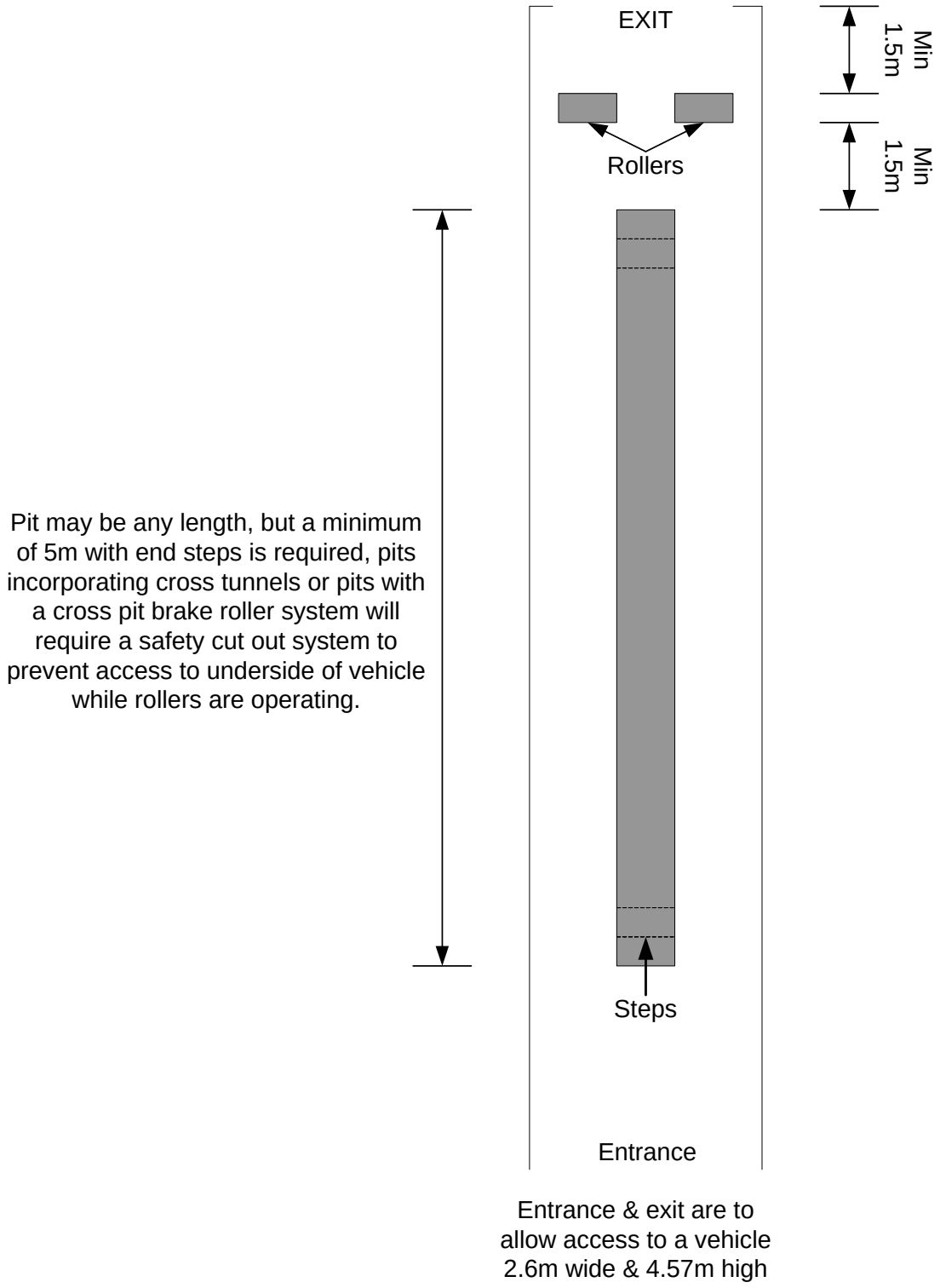
Due to the slower operating speed of the brake rollers the distance between the edge of the rollers bed plate and the lead edge of the pit may be reduced to 1.5m, provided a safety cut out system is installed to prevent access to the pit during brake roller operation.

This layout is acceptable for a drive through bay of unspecified length with a pit.

Drawing 5: Minimum dimensions required for a calibration bay incorporating RBT with tachograph conversion and pit, with the RBT installed inside the exit doors of the bay.

Drive through bay with brake rollers @ exit

Drawing 5



The above bay layout is considered acceptable provided the vehicle can be placed on the rollers for calibration through the exit door against the flow of traffic safely and without contravening site health & safety requirements. It must also permit the cab area of the vehicle to be enclosed and meet the requirements of the ATCM. **A site applying for this**

type of layout will be considered on an individual basis and as part of their application will be required to highlight on the site plans any one-way traffic system in force. As part of the approval documentation the Centre will be required to provide a declaration that the brake rollers will operate for tachograph calibration in the opposite direction than that used for brake testing and the calibration certificate is to specify the direction they have been calibrated in for tachograph calibration.