



APPROVED TACHOGRAPH CENTRE SPECIAL NOTICE SN 1-2015

Issued March 2015

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 DVSA staff for inspection during routine visits.

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

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

The last Special Notice was: 2-2014

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Item 1: Changes to DVSA Calibration Centre Visits.

Regulation (EU) No 165/2014 (which takes effect on 2/3/2015) mandates the way that DVSA have to undertake their Approved Tachograph Centre and Nominated Technician checks within the UK Tachograph Calibration Scheme.

Currently tachograph centres have an initial approval visit when they apply to become an Approved Tachograph Centre and then both routine and ad hoc visits as required. The new requirement removes the routine visit and replaces it with the following:

- A biennial desk based assessment for all centres, for which we plan to carry out 50% of the centres each year, alternating on a yearly basis
- A site assessment of 10% of the centres each year plus
- A technical assessment for 10% of technicians each year (this can be linked into the site technical visit but we may also have a number of ad hoc technician visits).

Desk Based Assessments

Once an Approved Tachograph Centre receives a request to complete a desk based assessment they will need to complete and return the document by the date specified on the form. It will be a requirement to complete the desk based assessment and instructions will be provided. The information is very similar to what is currently obtained by DVSA staff when they undertake a routine Approved Tachograph Centre compliance visit. Designated Managers should therefore be able to complete these requests with no difficulty as all of the information should be readily available at the Approved Tachograph Centre.

The completed desk based assessment will also qualify as one of the mandatory 3 monthly centre quality control checks required to be completed by the quality controller.

Technical Audits

DVSA are now required to undertake technical audits against both the Approved Tachograph Centre and Nominated Technicians.

The Approved Tachograph Centre technical audit will be a verification of the details disclosed by the Approved Tachograph Centre in their Desk Based Assessment.

The technical audit of the Nominated Technicians will take place in one of 2 ways:-

- Witnessing a Nominated Technician undertake a calibration in “real time” to ensure calibration procedures are followed correctly or
- Instructing and witnessing a Nominated Technician to re-perform a calibration of a very recently calibrated vehicle still in the Approved Tachograph Centre. This is to ensure full compliance with calibration practices and procedures have been followed and maintained and no manual intervention of the calibration characteristics has occurred.

Where any significant areas of non compliance are identified then formal disciplinary action may take place as per the procedures outlined in the Approved Tachograph Centre Manual

DVSA personnel are currently receiving formal training to Nominated Technician standards in order to support them with this new task. To offset any additional burden on Approved Tachograph Centre’s created by this change in procedures, DVSA will count any technical audit check undertaken by them as a qualifying quality assurance check required to be undertaken on the Nominated Technician as specified in the Approved Tachograph Centre Manual

Item 2: Declaration of Data Disclosure in accordance with Regulation (EU) 165/2014

Under the Data Protection Act 1998, we are required to inform individuals of any processing of their personal details particularly where it is shared with third parties. Following the introduction the Tachograph Regulation 165/2014, there is a requirement under Article 24.5 for the DVSA, along with all other member states, to submit to the European Commission an annual list of approved workshops, fitters and the cards issued to them. The personal information disclosed will be limited to name and card number and these details will be collated by the Commission and published on their website.

Issued by

Clive Taylor

Tachograph Calibration Scheme