



Driver & Vehicle
Standards
Agency

Approved Tachograph Repairers Scheme

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Definitions

Abbreviation	Definition
DfT	Department for Transport
EC	European Commission
EEC	European Economic Community
ICT	Independent Conformity Testing
IHCT	In House Conformity Testing
ISO	International Standards Organisation
SI	Statutory Instrument
DVSA	Driver and Vehicle Standards Agency

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Part 1: General

Part 1: General

1 Introduction

- 1.1 The European Community Regulations ¹ relating to recording equipment in road transport require that the Secretary of State for Transport, acting as the Competent Authority in Great Britain, approve fitters and workshops for the installation or repair of recording equipment. The domestic legal base governing the repair scheme is set out in the Passenger and Goods Vehicle (Recording Equipment) (Amendment) Regulations, SI 1984 No 144.
- 1.2 This Manual supersedes all previous publications and bulletins relating to the Approved Repair Scheme in Great Britain.
- 1.3 The Manual provides the relevant information for those seeking approval as an Approved Repairer, as well as providing the technical information relating to the minimum levels of accuracy testing that Approved Repairers must meet in order to conform to Annex I of the European Regulation 3821/85.
- 1.4 The manual does not include provision for the repair of digital tachographs that conform to the technical specification Commission Regulation (EC) 1360/2002 (Annex 1B) ².

2 Objective of the approved repair scheme

- 2.1 There are three central objectives to the Approved Repair Scheme in Great Britain:
 - All tachographs repaired in Great Britain, or repaired tachographs that have been certified by one of the Approved Repairers in Great Britain, meet the minimum standard of accuracy conforming to Annex 1 of Regulation 3821/85;

- All tachographs that have been repaired in Great Britain, through the approved repair scheme, can, whenever inspected, be clearly identified by means of the Approved Repairer's seal and plaque, affixed in accordance with Section 10 - Labels and Seals, of this manual. The affixation of these markings is a legal statement made by the Approved Repairer that the tachograph unit complies with the minimum legal requirements and standards as set out above;
- All tachographs repaired in Great Britain, or repaired tachographs that have been certified by one of the Approved Repairers in Great Britain are traceable through proper audit trails and records that will be held by the Approved Repairers.

- 2.2 Approved Repairers may sell refurbished or repaired tachograph heads to any outlet, either at home or abroad, provided that those units have affixed to them the Approved Repairer's plaque and the appropriate seals identifying the Approved Repairer. In addition, copies of the relevant test results and certificates of conformity must be made available to a customer if asked for by them.

¹ Council Regulation (EEC) 3821/85 on recording equipment in road transport.

² At the time of printing there is no legal preventative to the repair of digital tachographs, however the associated difficulties with complying with the security requirements would result in an Approved Repairer requiring almost identical facilities to a manufacturer, thus it is unlikely that the repair of digital tachographs will take place at premises other than the original manufacturer location.

Part 1: General

3 Objective of the approved repairer's manual

3.1 The objective of this manual is to:

- Set out the administrative procedures and processes that potential Approved Repairers must comply with in order to become Approved Repairers and subsequently regain annual approval henceforth;
- Provide the necessary information to not only Applicants, but also the Approved Repairers about what they can expect from the Scheme Administrator: the Driver and Vehicle Standards Agency (DVSA);
- Ensure that the quality of repairs is consistent across the scheme, and that the scheme is administered in a way that is clear, transparent, accountable and reliable;
- Provide Approved Repairers with information about what options are open to them if they are unhappy with any aspect of the scheme's administration, or if in some way they feel technical procedures fail, or are no longer meeting either the minimum legislative requirements, or the needs of the haulage industry;
- Outline the role of DVSA and ensure that Approved Repairers and their employees are aware of the legal requirements and the possible disciplinary action that may follow because of malpractice or criminal activity.

3.2 The Approved Tachograph Repair Scheme forms part of a larger legal system relating to the use and operation of recording equipment (tachographs). As such, both individuals and businesses may be liable to prosecution, or suspension or removal from the scheme if they or any of their employees are found to be undertaking activities that contravene either European or domestic legislation dealing with the installation, use, repair or operation of tachographs.

3.3 It is intended that Approved Repairers will use this Manual as a practical reference tool in their day-to-day management within the approved repair scheme. One hard copy of this Manual must therefore be made freely available to all staff undertaking or managing all or any of the tasks and responsibilities related to the repair scheme. Their reading and understanding of the Manual should be noted on their training record. Similarly, Approved Repairers should have a copy of ISO 9001:2008 or equivalent and ensure that they and, where relevant, their staff are aware of their obligations under that standard.

3.4 It is the responsibility of the management to ensure that any new members of staff involved in tachograph repair work are aware of their contractual requirements within the scheme and that they read this Manual upon their appointment as part of their training obligation under requirement 6.2.2 of ISO 9001:2008. Approved Repairers are also responsible for making staff aware of any amendments or updates to the scheme requirements that may, from time to time, be required either through a change in legislation, or as a recommendation made by DVSA.

3.5 If and when amendments or updates to this manual are sent out, a hard copy of each must be printed and signed by all staff who it affects. These signed updates or amendments should then be added to the rear of the hard copy of the Manual that is kept on site.

3.6 This manual and all subsequent Special Notices will be available electronically at the following address:

<https://www.gov.uk/government/publications/approved-tachograph-repairers-manual>

3.7 DVSA will periodically review the Manual and its requirements, and notify each Approved Repairer of any amendments at least 20 working days before they take effect, except in exceptional circumstances.

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- 3.8 The Manual will be updated periodically through Special Notices to the Approved Repairer, when required, which will be subsumed by any future editions of the Manual.
- 3.9 It is the responsibility of the Approved Repairer to ensure that all members of their staff involved in tachograph repair have read and have continued access to a copy of this manual and any Special Notices that are subsequently sent by DVSA.
- 3.10 A log of those who are involved in tachograph repair and their signed acknowledgement of having read this manual and all subsequent Special Notices must be kept and should be made available to DVSA on request.

4 Definition and scope of a repair

- 4.1 In the context of Annex I of Regulation 3821/85, there is no definition of what a repair is³. For the purposes of the Approved Tachograph Repair Scheme and for this Manual, repairs include:
 - Any activity that turns a tachograph which has been taken out of service into a saleable product that can re-enter service;
 - Any work to the tachograph which is not solely restricted to “minor repairs” (as described in DVSA’s Approved Tachograph Centre Manual – see note 3) and which must, therefore, be carried out by an Approved Repairer;
 - Any work to the tachograph that requires the removal, and subsequent replacement, of seals as described in Annex I, Chapter V (4) of EC Regulation 3821/85. This Regulation, as applied to Approved Repairers, states that the following parts of a recording device must be sealed:

- ⇒ the installation plaque, unless it is attached in such a way that it cannot be removed without the markings thereon being destroyed;
- ⇒ the casings required under Chapter III (a) 7.2 of Annex I

4.2 Where a tachograph has been withdrawn from service and is subject to a full re-manufacturing process by the original manufacturer, it is possible that the re-manufactured tachograph may not be included within the scope of the Approved Tachograph Repair Scheme; rather it may come within the scope of the original Type Approval for that model of tachograph. In order for a manufacturer to claim this exemption from the approved repair scheme, the following documentary evidence must be in place and available for examination:

- Confirmation from the relevant Type Approval Authority that for each type they have checked the re-manufacturing procedures and that they are content that the re-manufactured products are subject to conformity of production procedures which ensure the re-manufactured products meet the same conformity of production requirements as the new product;
- A system to identify re-manufactured products to enable traceability

³ The Approved Tachograph Calibration Centre Manual separates “minor” repairs from “major” repairs and enables such centres to undertake a limited number of minor repairs. These include the adjustment of the odometer; replacement of external connectors; replacement of front bezel assembly. Such repairs can only be performed on a tachograph head brought in on a vehicle, and repaired and fitted to the same vehicle; or a tachograph head that has been fully and legitimately sealed by the manufacturer, or sealed by an Approved Repairer (in other words, any sealed unit presented to a calibration centre without the correct and identifiable seals will not be handled by the centre).

⁴ The relevant Type Approval Authority is the Authority that issued the approval for the new product, distinct from any other type of approval associated with the Repair Scheme.

Part 1: General

5 The role of DVSA

5.1 DVSA administers the Approved Tachograph Repair Scheme.

5.2 DVSA's role in the Approved Repairer Scheme encompasses the following points:

- Responsibility for the implementation of policy and legislation in respect of the Repair Scheme;
- Periodically monitoring the effectiveness of the scheme requirements and reviewing the content of the Manual accordingly;
- Liaising with The Department for Transport and other associated enforcement agencies to ensure the correct running of the scheme;
- Issuing Certificates of Approval;
- Monitoring the test results of Approved Repairers;
- Taking action in cases of recurring and/or serious malpractice and revoking approval if considered appropriate;
- Ensuring that the Approved Tachograph Repair Scheme safeguards road safety (insofar as this is affected by tachograph repairs);
- Ensuring that the scheme does not fall into disrepute or fails to meet the minimum European requirements set out in EU Regulations and UK domestic law;
- Ensuring that prospective Approved Repairers meet the requirements for initial approval;
- Ensuring that existing Approved Repairers continue to meet the conditions of approval;
- Reviewing Approved Repairers' responses to any non-compliances encountered during visits;
- Removing a sample of repaired tachographs from each family for which the Approved Repairer is approved to repair for tests;
- Investigating malpractice, shortcomings or failure to meet the requirements of this Manual or ISO 9001:2008, or equivalent;
- Acting as the contact point for all queries relating to the Approved Tachograph Repair Scheme;
- Setting the fees where applicable for approval, regaining approval and tachograph testing;
- Notifying Approved Repairers of any changes to procedures, visits, approvals or any changes (legally binding or otherwise) to the technical processes and provisions to the Approved Tachograph Repair Scheme. Any such notification will consist of two elements:
 - ⇒ The actual amendment (to replace earlier versions in the manual) and;
 - ⇒ A dated 'Amendments Page', which will list all previous amendments and include the most recent. This page must always replace earlier versions whenever amendments are notified to the Approved Repairer

5.3 The Secretary of State for Transport has overall jurisdiction in respect of both the tachograph repair scheme and the tachograph calibration centre scheme in Great Britain.

5.4 If an Approved Repairer has a concern about DVSA's conduct during a visit or the way that they have handled a query or tachograph test, the Approved Repairer should in the first instance, if they feel able, approach the DVSA Scheme Administrator about the concern either at the time of the visit or at a later date.

Part 1: General

- 5.5 DVSA Warrant holders are permitted, during the course of their standard investigations, to inspect an Approved Repairer's premises at any time during the normal working week. An Approved Repairer must allow any DVSA Warrant holder access, upon production of their Warrant, to their premises, even if no prior appointment has been arranged. DVSA Warrant holders are entitled:
- To inspect the premises, facilities and equipment
 - To establish the efficiency and accuracy of the equipment by checking its documentation (calibration certificates, service logs, etc)
 - To watch any service which may be taking place
 - To inspect the records which are required to be kept at the premises for at least 2 years
 - To be given any information that may reasonably be required about any of the above matters
- 5.6 A unique mark bearing the Approved Repairer's Seal Number must be applied to repaired tachographs. DVSA will ensure that up-to date lists of Approved Repairers' seal numbers are sent to all UK Approved Tachograph Calibration Centres, tachograph manufacturers, the Department for Transport and the European Commission
- 5.7 Approved Tachograph Calibration Centres should only install or calibrate tachographs that have been repaired by an Approved Repairer, whether in Great Britain or from abroad. Approved Tachograph Calibration Centres will be required to demonstrate that they can confirm that every tachograph they handle, irrespective of whether it is new or repaired, domestic or imported, meets the minimum standards of accuracy and functionality.

⁵ The Secretary of State for Transport has nominated for this purpose all warrant holders appointed under the Road Traffic Act 1988 and subsequent amendments

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Part 2: Approval of Repairers

Part 2: Approval of repairers

6 New applicants

- 6.1 Anyone, individual or business, can apply to become an Approved Repairer provided that they meet the standards of approval, and continue to be regularly assessed by DVSA
- 6.2 The conditions for initial approval are that the Applicant specifies in their initial application
- Precisely which families of tachograph they intends to repair;
 - Whether they wishes to repair tachographs intended for use in vehicles carrying dangerous goods;
 - Whether they intend to import tachographs intended for repair and sale in Great Britain
- 6.3 In addition, approval and certification will only be granted against these specifications:
- That the business has implemented all requirements as set out in this manual to the satisfaction of DVSA;
 - The satisfactory testing by DVSA of one tachograph head of each family of tachograph for which approval to repair is sought in accordance with the accuracy and endurance tests in Annex A
- 6.4 However, in the first instance, Applicants should write to DVSA and request the relevant information needed in order to begin the approval process. Such information will normally include:
- Details of the scheme;
 - A framework of current fees;
 - Appropriate application forms;
 - A summary of the next steps in the approval process
- 6.5 See [Annex 5](#) – Contact Details for contact details for applications / scope changes and [Annex 9](#) - Approved Repairer Scheme Application Form for application forms.
- 6.6 It should be noted that an Approved Repairer does not need to be an ISO registered company. An Approved Repairer need only demonstrate that the repair part of the business meets the essential requirements of ISO 9001:2008 (see [Section 8](#) – Quality Systems), or equivalent, as defined by DVSA.
- 6.7 Initial applications and discussions will not attract a fee. A fee will be charged when the Approval process is underway i.e. when an assessment visit has been carried out and tachographs have been removed from the Applicant's premises by DVSA. The fees charged as and when this takes place are shown in [Annex 3](#) – Fees, of this Manual, and are **non-refundable** in the event of the criteria needed for Approval not subsequently being met.
- 6.8 Once DVSA has assessed whether an Applicant meets the required standards and complies with the approval criteria in all respects, by testing tachographs and examining systems of work and supporting documentation, they will issue the Applicant an Approved Repairer's Serial Number which identifies them as an Approved Repairer and which must be used on all sealing devices and seals used by that Approved Repairer when undertaking repairs.
- 6.9 DVSA will issue a Certificate of Approval, signed on behalf of the Secretary of State for Transport, confirming the Approved Repairer's approval, and specifying the particular families of tachographs, complying with Chapter 4 of this Manual that the Approved Repairer may repair. It will also display the Approved Repairer's Serial Number.

Part 2: Approval of repairers

- 6.10 During the initial assessment, where the Applicant has yet to be given full approval to repair tachographs, the Applicant will only be permitted to repair such tachographs as are necessary to validate their repair process and compliance with the essential elements of ISO 9001:2008 or equivalent. Such repaired tachographs will be taken and Bench Tested by DVSA.
- 6.11 Such tachographs that have been removed by DVSA during the initial assessment visit will need to be properly sealed with seals bearing the Approved Repairer's Serial Number when returned by DVSA (if they are to be made available for sale). Until the Approved Repairer's Certificate is issued, they will not be permitted to undertake repairs on any other tachographs.
- 6.12 Should DVSA conclude, during the initial assessment, that the Applicant does not meet or fulfil the necessary provisions defined in ISO 9001:2008 or equivalent, or in this Manual, they will provide a report detailing the reasons for not granting approval, and offering advice on ways and means of rectifying any shortcomings.
- 6.13 Current fees are shown in Annex 3 - Fees; subsequent fees changes will result in Special Notices being issued by DVSA to all Approved Repairers
- 6.14 On completion of every assessment visit, DVSA will provide a summary report within fifteen working days that will include:
- Details of the inspections and assessments carried out;
 - Details of any non-compliance;
 - A date by which corrective action by the Approved Repairer is required or is required to be agreed with DVSA, depending upon the course of action to be taken;
- Details of any tachograph heads that are removed for further inspection / testing and when they can be expected to be returned; the form used for this can be found in Annex 8 - Receipt for tachograph(s) removed for ICT by DVSA.
- ## 7 Maintaining approval
- 7.1 Because checks may be undertaken by DVSA to verify the quality of repairs, the process of approval will be an on-going and continuous one. Approved Repairers, once approved, must continue to meet the essential requirements of ISO 9001:2008 or equivalent, and the requirements of this manual.
- 7.2 After the initial assessment visit, DVSA will make announced annual visits. These annual assessment visits to each Approved Repairer allow DVSA to check that the general requirements of the Scheme are being maintained. Where this is the case, Approval of Approved Repairers will be formally reconfirmed by DVSA. Where it is not the case, corrective action may be required by the Approved Repairer.
- 7.3 Annual visits will take place between 01st April and 31st March. Fees charged to Approved Repairers will cover their Approval for that period. The successful completion of an annual assessment by the Repairer during this period ensures that their Approval continues until 31st March, when a new period will then begin. In each yearly period a fee will be charged and an assessment carried out. Fees are non-refundable in the event of failed assessment and / or removal by DVSA of a Repairer's Approval to Repair.

Part 2: Approval of repairers

- 7.4 Part of the Approved Repairers' approval process requires the Approved Repairer to state in their original application which families of tachograph that they propose to repair. In addition, Approved Repairers must also state whether they intend to repair tachographs intended for use in vehicles carrying dangerous goods and whether they intend to handle tachographs imported from other parts of the European Union. DVSA will approve an Approved Repairer based upon the result of the annual visits, any tests carried out on repaired tachographs by DVSA at the time of an annual visit or afterwards, and these undertakings.
- 7.5 If an Approved Repairer decides that they wish to change their Approval to one for a smaller or larger number of families, or for ADR or imported tachographs, they should notify DVSA at the earliest opportunity using the application form in Annex 9 - Approved Repairer Scheme Application Form, of this Manual. Failure to do this in a timely manner may result in disciplinary action from DVSA.
- 7.6 To maintain their approval in compliance with their initial application, Approved Repairers must be able to provide DVSA with the following:
- On request, a sample of each specified family of tachograph in order to maintain the scope of their approval within the Scheme, or;
 - Where such samples are unavailable (for whatever reason) at the time of a request from DVSA, the Approved Repairer must provide proof that their staff remain qualified and competent to carry out such repairs (through proof of training and certification), and;
 - A written statement from the Approved Repairer confirming their intention to continue repairing said families of tachographs and their commitment to maintain the necessary standards in order to meet the Scheme Requirements.
- 7.7 If Approved Repairers are unable to provide any of the above information or verification, their approval to repair such families will only continue to be valid for **1 month** from the date that DVSA established that such samples of a particular family were unavailable.
- 7.8 If during this period a Repairer sends DVSA an example of a tachograph of that family that they have repaired for testing and it passes ICT, DVSA will issue an Approval for that family.
- 7.9 It is expected however that Approved Repairers will under normal circumstances have samples of tachographs from each family that they are Approved to repair available at the time of an announced annual visit for DVSA to remove for testing.
- 7.10 If, after one month, such samples have not been made available and no further undertakings have been received by DVSA, it will be understood that the Approved Repairer no longer wishes to continue to be approved to repair that particular family of tachograph, whether they have otherwise complied with Paragraph 7.5, above, or not. The certification for that family will then cease to be valid, and a revised certificate will be issued by DVSA to reflect the changes.
- 7.11 These requirements will apply to any additions to the range of tachograph families that an Approved Repairer wishes to repair including cases where an Approved Repairer wishes to repair tachographs intended for use in vehicles carrying dangerous goods and is not already approved to do so.
- 7.12 Current fees are shown in Annex 3 - Fees; subsequent fees changes will result in Special Notices being issued by DVSA to all Approved Repairers

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Part 3: Administrative Requirements of Approved Repairers

Part 3: Administrative requirements of approved repairers

8 Quality systems

- 8.1 From January 2011, DVSA began using ISO 9001:2008, (which supersedes ISO 9001:2000) as one of the tools by which to initially approve and subsequently assess Approved Repairers' systems of work relating to tachograph repairs.
 - ⇒ Control of non-conforming product;
 - ⇒ Corrective actions;
 - ⇒ Preventative actions;
- 8.2 However, DVSA does not require that an Approved Repairer follows ISO 9001:2008 if an equivalent quality standard can be seen to be in place by DVSA during a visit. It should be noted that if an Approved Repairer uses another quality standard, DVSA must be satisfied that the alternative standard is acceptable, and will continue to use requirements comparable with those of ISO 9001:2008 as the measuring tool by which to assess the Approved Repairer.
- 8.3 The ISO quality systems criterion, or equivalent, applies to all Applicants seeking initial assessment and, equally, to existing Approved Repairers in order to retain their approval.
- 8.4 DVSA considers that either compliance with the essential elements of ISO 9001:2008, or accreditation to the standard, provides a satisfactory and consistent quality framework within which the Approved Tachograph Repair Scheme can operate whilst giving the customer the assurance of a reliable and long-lasting standard of repair.
- 8.5 This Manual does not attempt to define what is needed in order to comply with the essential ISO 9001:2008 requirements or equivalent, but in summary, it includes:
 - A Quality Manual;
 - A Policy Statement;
 - Documented Procedures with respect of:
 - ⇒ Control of documents;
 - ⇒ Control of records;
 - ⇒ Internal audits;
- 8.6 A Quality System should also address the following:
 - Quality management system;
 - The handling of customer orders;
 - Management review;
 - Training and staff competency;
 - Customer complaints and warranty control;
 - The repair process;
 - The purchasing of parts and authorisation of suppliers
- 8.7 It is ultimately for DVSA to judge whether an Approved Repairer has complied with the essential requirements of ISO 9001:2008, or equivalent, in respect of the Approved Tachograph Repair Scheme.
- 8.8 However, it is up to individual Approved Repairers to decide whether any quality system that they use or propose to use is equivalent to ISO 9001:2008; DVSA will assess Approved Repairers to the standards of ISO 9001:2008.
- 8.9 If Approved Repairers or Applicants have queries regarding the suitability of an alternative quality system or their compliance with ISO 9001:2008 they can contact the Scheme Administrator at DVSA to discuss them.

Part 3: Administrative requirements of approved repairers

8.10 There are also supplementary quality systems requirements solely pertaining to the Approved Tachograph Repair Scheme. They supplement the ISO 9001:2008 obligations for the control of records in respect of tachograph repairs and are that:

- All procedures for the repair of tachographs shall be fully documented in accordance with standard ISO practice, or equivalent, and the repair processes shall, where possible, conform to the original manufacturer’s specification. Where this is not possible, there shall be a documented procedure for ensuring that alternative parts have been validated for suitability;
- Records relating to each tachograph head repair, including customer receipts, shall be retained for a minimum period of 2 years from the date of repair;
- Approved Repairers’ records shall identify, as a minimum requirement, the manufacturer’s serial number (if available; if not then the serial number on any Approved Repairer’s plaque), unit type, the date of repair and include records of the test data associated with the repair;
- Approved Repairers shall maintain a list of staff involved in the tachograph repair process, their roles, and signatures to confirm that they have read and understood this manual and any subsequent Special Notices;
- Any records of non-conformity or product failure must be available for inspection, these now include records of upheld claims for refund / replacement of repaired tachographs made under warranty which must be kept for a minimum period of 2 years from the date that the claim was processed by the Approved Repairer and should contain:

- ⇒ Date of sale of tachograph;
- ⇒ Date of warranty claim;
- ⇒ Reason for claim;
- ⇒ Action taken by Approved Repairer as a result of warranty claim;

- 8.11 All records must be retained for a minimum of two years and shall be made available to the police or inspecting Examiner from DVSA within 5 working days upon request.
- 8.12 DVSA warrant holders may check any relevant records relating to the repair scheme as part of their annual visits to ensure compliance.

9 Label and seals

- 9.1 Approved Repairer status is dependent upon an Approved Repairer being able to confirm that every unit that they repair, or every unit that they have handled and to which they take responsibility for, meets the minimum standard as described in [Annex A](#) of this Manual and within the context of European legislation.
- 9.2 Every Approved Repairer will receive, from DVSA, a unique Seal Number upon approval. The use of the Seal Number (through use of Sealing Devices and on any subsequent documentation) is a legal statement made by that Approved Repairer that up to and including the point of sale, the repairs to, and the conformity of, all units were carried out in accordance with the provisions in this Manual, and to parameters and tolerances set out in Annex I of EC Regulation 3821/85.
- 9.3 All labels and plaques must be indelible and permanent.

Part 3: Administrative requirements of approved repairers

- 9.4 .It is the responsibility of the Approved Repairer to ensure that their unique Seal Number is embossed onto all Sealing Devices that they use. These Sealing Devices must then be used on every repaired tachograph head in order to identify the Approved Repairer.
- 9.5 Approved Repairers must declare to DVSA how many sets of Sealing Devices that they have. DVSA will ask to see every set declared by the Approved Repairer during assessment visits. Failure to present the declared number of Sealing Devices may result in suspension of the Approved Repairer's approval.
- 9.6 Sealing Devices and Seals must be kept securely in accordance with Section 14 – [Security](#), of this manual.
- 9.7 In the event of loss, theft or apparent misappropriation of the sealing device, seals or calibration plaques the Approved Repairer must immediately notify the Scheme Administrator.
- 9.8 In the case of sealing devices the Approved Repairer must also report the loss or theft to the local Police. The centre must send a **full written account** of the circumstances to the Scheme Administrator within **one working day**. The account must include the name and station of the Police Officer to whom the matter was reported and the crime reference number .
- 9.9 DVSA will investigate the matter with the Approved Repairer and may suspend Approval to conduct repair activity until satisfied that any inadequacy in the Repairer's security arrangements has been remedied and, if appropriate, the Repairer has obtained a new sealing device
- 9.10 Annex I of Regulation 3821/85 requires a manufacturer's descriptive plaque to be built into the equipment. It goes on to say that, "the approval mark shall be shown on the descriptive plaque of each set of equipment and on each record sheet. It must be indelible and must always remain clearly legible".
- 9.11 It is important that each Approved Repairer applies the same procedure in dealing with plaques, labels and seals on repaired tachograph heads in order to meet the requirements of EC Regulations 3821/85. Therefore, in order to maintain a consistent approach and preclude potential misunderstanding, Approved Repairers must ensure that:
- If the manufacturer's original descriptive plaque is in place, then it is not to be removed under any circumstances;
 - Installation plaques are removed each time a tachograph is repaired;
 - Any other labels relating to previous repairs must be removed;
 - The Approved Repairer's own plaque denoting the unit's most recent repair is affixed in a position that is clearly visible when the tachograph is in situ in a vehicle, in a position as near to the descriptive plaque as possible. It should not be placed over the descriptive plaque
- 9.12 The Approved Repairer's plaque must contain at least the following information:
- Name or logo of the Approved Repairer;
 - Date of repair;
 - Approved Repairer's seal number
- 9.13 Approved Repairers should also ensure that tachographs that they have repaired are traceable to the member(s) of staff that worked on them in order to identify individual training or disciplinary needs that may result from upheld warranty claims, DVSA testing or in-house testing of products.

Part 3: Administrative requirements of approved repairers

9.14 If the original manufacturer's plaque is missing, Approved Repairers must affix their own plaque in a prominent and easily accessible position and in such a way that it cannot become detached from the main body of the unit after completing repairs and sealing the tachograph head. This plaque must bear, as a minimum, the following details:

- ⇒ Name of the Approved Repairer;
- ⇒ Date of repair;
- ⇒ Tachograph type and model number;
- ⇒ Approved Repairer's serial number;
- ⇒ Original manufacturer's Type Approval number (if known)

9.15 If the manufacturer's original descriptive plaque is missing, then the approval codes that designate the type of chart or sheet that can be used must be clearly visible. This is a requirement that will be applicable to all repaired or refurbished tachographs that pass through the hands of the Approved Repairers, irrespective of the provenance of a tachograph.

10 Tachograph repair - dangerous goods vehicles

10.1 Tachographs fitted to vehicles carrying dangerous goods must meet the requirements of the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment by Road Regulation (SI 2004/568) and the 2007 edition of the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR). Their repair may only be carried out by individuals, or companies, that can confirm that all the components, parts and processes used in such repairs conform to the original manufacturers' certification and specifications, and that such information has been made available, and used under the authority of the original manufacturers' approved agent or representative.

10.2 If an Approved Repairer undertakes repairs on tachographs fitted, or designated for fitment, to vehicles carrying dangerous goods, DVSA will specify how, and when, relevant evidence should be provided to demonstrate that the components, parts and processes conform to the original manufacturers' specifications and the original certification of the unit.

10.3 Any Approved Repairer may apply to undertake the repair of these tachographs, but their ability to do so is dependent upon the availability of the relevant information from the original tachograph manufacturer. Access to such information will be based on commercial arrangements between the Approved Repairer and the manufacturer.

10.4 Any Approved Repairer or Applicant wishing to undertake such Repair work must first inform DVSA of their intention to do so. DVSA will carry out checks to ensure, to their satisfaction, that the Approved Repairer has access to the necessary information in order to fulfil the above requirement.

10.5 Upon confirmation of Approval DVSA will issue an amended Certificate of Approval to verify the Approved Repairer's approval to conduct repair work on tachographs for use in Dangerous Goods' vehicles.

11 The repair of imported vehicles

11.1 Previous sections have indicated that there is no reason why Approved Repairers in Great Britain cannot source parts or tachographs on the open market to sell on as part of their operations; this remains a commercial decision for an Approved Repairer to make. However, Approved Repairers based in Great Britain must be able to show where they have purchased components or tachographs from, whether this in the UK or abroad.

Part 3: Administrative requirements of approved repairers

- 11.2 DVSA must be informed by the Approved Repairer if they intend to handle repaired, imported tachographs⁶. In cases where this process is already established, the Approved Repairer should assist DVSA by stating, in writing, that their business carries out these processes. The Approved Repairer should be able to provide DVSA with samples (randomly picked by DVSA) in order to ensure compliance with both the provisions of this manual, and the EU Regulations.
- 11.3 DVSA may check, during assessment visits, all documentation relating to the import of tachographs to ensure that requirement 7.4 of ISO 9001:2008 is being fulfilled. If DVSA believes, as a result of either testing or documentation, that any requirement is not being met, they will expect the Approved Repairer to rectify and address any shortcomings that may affect or influence the quality of such tachographs.
- 11.4 If imported tachographs have Approved Repairers' seals and plaques that are identifiable as being from another Member State, and the Approved Repairer is certain as to the provenance of the tachographs, seals and plaques, then the tachographs need not be subjected to Bench Testing or re-labelling prior to being sold on.
- 11.5 However, Approved Repairers may at their discretion subject units that come from other parts of the EU and which they have taken ownership of with the intent to sell on, to in-house accuracy and functional testing, whether or not the units have been repaired or refurbished by that Approved Repairer. If the units perform satisfactorily, the Approved Repairer is under no obligation to re-seal and re-label the tachograph as theirs, and they may be sold as-is.
- 11.6 If an Approved Repairer is unsure of the provenance of the seals and plaques on an imported tachograph, they should contact DVSA in order to confirm that the seal identification number appears on the EU database of authorised seal numbers.
- 11.7 If an imported tachograph does not bear an Approved Repairer's seal from another Member State, the provenance of the tachograph is in doubt or there is no manufacturer's plaque present, the tachograph must go through the same process as GB tachographs that the Approved Repairer has repaired, and be sealed and labelled as with any GB tachographs, in line with the provisions set down in this manual.
- 11.8 DVSA may conduct tests periodically on a sample of imports in the same way as other repairs, although it is recognised that as a minor facet of the Approved Repair Scheme, Approved Repairers may not hold stock of imported tachographs. There will be no sanction against an Approved Repairer if they cannot provide an imported tachograph for testing at the time of asking; however they will be asked to provide one to DVSA at the earliest possible opportunity and at their own cost.

⁶ By the term "handled" it is intended to mean any tachograph repaired elsewhere in the EU (outside the UK), but which the UK Approved Repairer places their own seal number of repair plaque.

12 Non-conformities and subsequent action

- 12.1 If DVSA finds any shortcoming or non-conformity during an assessment visit or otherwise, they will inform the Approved Repairer of this, the corrective action that should be taken, and the time frame within which it should be taken.
- 12.2 If an Approved Repairer identifies non-conformity within their own repair processes, they should inform DVSA of the non-conformity and their proposed course of corrective action immediately. If it is found during a DVSA visit that a non-conformity that had been previously identified by an Approved Repairer was not communicated to DVSA and addressed, DVSA may take further action against the Approved Repairer.

Part 3: Administrative requirements of approved repairers

- 12.3 If DVSA deems any shortcoming or non-conformity serious enough to warrant disciplinary action, they will inform the Approved Repairer of the proposed action and the time frame within which it will be taken.
- 12.4 In the event of a failure during DVSA Bench Testing, the Approved Repairer will be advised immediately and will be asked to investigate and rectify the failure and provide a further test sample. The Approved Repairer will be liable for any on-going costs that DVSA deem necessary for re-evaluation.
- 12.5 Persistent or very serious discrepancies found by DVSA, such as recurring failures, could result in the suspension of Certificates of Approval until problems are resolved; or withdrawal of Approval completely and permanently, where such action is considered justified (for example if criminal activity is identified, such as fraud, or if road safety is threatened).

13 Staff

- 13.1 DVSA require that all personnel employed for the specific purpose of repairing tachographs should:
- Be a skilled technician with experience relevant to the duties required for the repair of tachographs of the families and types for which the Approved Repairer is approved to repair;
 - Be competent in the Repair of each family, make, model and type of tachograph on which they wish to work, having successfully completed all internal or external training courses that the Approved Repairer deems necessary in order that its tachograph repair staff are properly trained;
 - Have a training record available for view by DVSA upon request during Assessment Visits. This should list any training that the employee has undergone in relation to the repair of tachographs, the dates of the training and the results of any tests / exams associated with this training.

- 13.2 If investigations by either Police or DVSA reveal that such individuals have been acting in a way that threatens road safety (through their work on repairing tachographs), or that employees have been engaged in criminal activity, DVSA may withdraw or suspend the company's approval and, wherever applicable, individual Approved Repairers, and until such time as the matter is resolved.

14 Security

- 14.1 The security requirements laid out in this section are imposed for the purpose of ensuring the secure storage of seal marking devices, seals and plaques. **All Approved Repairers must have implemented them by 01 August 2011.** An Approved Repairer that is found not to be adhering to the security requirements will have action taken against them under the Discipline section of this manual.
- 14.2 A strong slam-locking metal container (slam box) for temporary storage of seals and sealing devices during work periods must be installed if it is possible for non-employees to access the area in which the seals and sealing devices are used.
- 14.3 If only a repairer's employees have access to the areas in which seals and sealing devices are used, a slam box is not required. However, Paragraph 14.5 still applies.
- 14.4 If required, a slam box must be securely mounted to a solid wall or floor close to where the seals will be used. This container must be robust enough to resist entry attempts using general hand tools available in the workshop. The general use of filing cabinets and cash boxes are no longer acceptable.
- 14.5 For documents and tachograph sealing pliers that need to be kept securely at the site overnight, a safe with a cash rating of £10,000 conforming to Euro Grade 1 standard is now only required. The safe must be security bolted to a brick /exterior wall or floor. The requirement for an under floor safe has been removed.

Part 3: Administrative requirements of approved repairers

14.6 The safe may be located in a private dwelling on the site, provided permission is granted to DVSA that staff will have access to inspect it.

15 Seals and sealing devices

15.1 This section covers the requirements for the safe custody of seals and sealing devices used for tachograph calibration work, using the secure storage devices mentioned in the previous section.

15.2 The term “seals” includes:

- Plastic seals used for tachograph calibration/repair
- Lead/plastic seals used for tachograph calibration/repair

15.3 The term “sealing devices” covers sealing pliers, anvils and seal punches bearing the Approved Repairer’s unique sealing number.

15.4 During opening times a sufficient quantity of seals and the required sealing devices may be secured in the slam box for repair work to be carried out. At all other times they must be held in the safe.

15.5 Keys for the slam box are to be kept on the person of a trained repairer and accounted for at all times. They are not to be hidden for convenience or used by non authorised persons. Approved Repairers found in breach of this will face disciplinary action under the Discipline section of this manual.

15.6 All remaining stocks of seals held by the Approved Repairer are to be securely stored but need not be stored in the safe. The keys and access to the safe are to be controlled by a trained repairer.

15.7 During all other times when the Approved Repairer is closed i.e. at night, weekends or holidays, the seals and sealing devices secured in the slam box are to be removed and secured in the floor safe.

Driver & Vehicle Standards Agency

Part 4: Technical Requirements of Approved Repairers

Part 4: Technical requirements of approved repairers

16 Types of testing

16.1 There are two types of testing mandated by this manual:

- Independent conformity testing (ICT) and:
- In-house conformity testing (IHCT)

16.2 ICT and IHCT, and the Bench Test that constitutes them have been introduced to the Scheme to replace the separate Accuracy and Functional testing from the previous Authorised Repairer Scheme.

16.3 Endurance testing has been abolished as it is considered that warranty returns provide more value as a source of data on the lifespan of tachographs and components.

16.4 **DVSA will carry out ICT** on samples of:

- Approved Repairers' tachographs as a baselining exercise at any major revision of the Scheme;
- Approved Repairers' tachographs at any time that the Scheme Administrator deems this to be necessary;
- Approved Repairers' tachographs in the event that they wish to extend the scope of the families / types of tachograph that they are approved to repair;
- Applicant Repairers' tachographs in order to assess their capability to repair tachographs

16.5 **Repairers will carry out IHCT on every tachograph that they repair.**

16.6 Both types of testing can take the form of the Bench Test as outlined in Annex 1 - Bench Test for ICT and IHCT **or** Approved Repairers may apply to DVSA to have an alternative test accepted which meets the requirements laid out in Annex 1 – Bench Test, Paragraph 2.5. This will ensure that Applicant Repairers, Approved Repairers and DVSA are all testing to the same standards.

16.7 **Results of Bench Tests carried out by Repairers as part of their IHCT process cannot be used in lieu of results of Bench Tests carried out by DVSA as part of their ICT process.** They can however be taken into consideration at the discretion of the Scheme Administrator if there are issues surrounding, for example, providing DVSA with examples of a type / family of tachograph for ICT that has recently been through IHCT.

16.8 All results of IHCT must be kept for a minimum of 2 years from the date of the Bench Test by Repairers. These records may be examined at any time at the discretion of the Scheme Administrator.

16.9 Repairers are at liberty to carry out any other tests that they wish to on tachographs that they have taken ownership of or repaired, as long as the ICT Bench Test or other approved test is carried out on each tachograph before its repair is finalised.

17 Independent conformity testing (ICT) by DVSA

17.1 Independent conformity testing is essential to ensure that the initial and ongoing processes are being applied consistently by each Approved Repairer. It also provides DVSA with a benchmark against which Approved Repairers can be assessed.

17.2 ICT will be carried out by DVSA. This will ensure that:

- The scope of the tests corresponds with the minimum requirements set out in Annex 1 - Bench Test for ICT and IHCT.
- There are no commercial interest conflicts between an Approved Repairer and a laboratory.
- Approved Repairers can be guaranteed that they will receive value for money with regards to the independent testing of their products

Part 4: Technical requirements of approved repairers

- 17.3 DVSA will not normally carry out independent conformity testing of repairs on an annual basis; annual assessment visits will normally be sufficient to approve a Repairer. However, should the Scheme Administrator deem it necessary then ad hoc, or scheduled, tests of a Repairer's products may have to be carried out.
- 17.4 The conformity test that DVSA carries out will take the form of a Bench Test that allows for accuracy and function of a tachograph to be assessed; endurance testing may still be carried out in-house by Approved Repairers if they so wish, but the results of which will have no bearing on their Approval by DVSA.
- 17.5 The tolerances and parameters to be met in each instance can be found in Annex 1 - Bench Test for ICT and IHCT.
- 17.6 DVSA will take account of the measurement uncertainties that exist within their own test set up when assessing the accuracy of a repaired tachograph against the operational tolerances given in Annex 1 - Bench Test for ICT and IHCT.
- 17.7 As stated in Section 8 – Quality Systems, of this Manual, Approved Repairers must make sample units of each family of tachograph that they are approved to repair, including ADR tachographs if applicable, available on DVSA's request.
- 17.8 Where sample units are tested by DVSA and subsequently fail to pass ICT, the results will be discussed with the Approved Repairer and whatever action is deemed appropriate to re-establish compliance will be decided upon. Failure of sample units to pass ICT will not automatically disqualify an Approved Repairer but it is their responsibility to ensure that they make every effort to meet the minimum standards.
- 17.9 If a retest is required it will be at the discretion of DVSA to determine the nature and extent of the test, and may include a full or partial re-test.
- 17.10 Approved Repairers, if handling tachographs from outside of the EU which they do not necessarily need to refurbish or repair must inform DVSA of their intention to deal with these units at the earliest opportunity when they start to deal with these units.
- 17.11 If an Approved Repairer has any doubts as to the provenance of tachograph seal numbers on tachographs that they have acquired from outside of the UK, they can contact DVSA who can check the seal numbers against the EU database to ensure that they are valid numbers. Such units may form part of the samples to be subjected to conformity testing and Approved Repairers must ensure that:
- There are sufficient numbers available for the assessor to take away and;
 - They conform to the same minimum standards as described in Annex A, and that, irrespective of their provenance, the samples will be treated no differently from any other sample subject to testing and examination.
- ## 18 In house conformity testing (IHCT) by approved repairers
- 18.1 Even though ICT by DVSA will take place, IHCT are also essential to ensure that the systems and processes applied by each Approved Repairer comply with the essential requirements of ISO 9001:2008, or equivalent, and that there is a consistent level of quality to all repairs across the whole scheme.
- 18.2 The Approved Repairer must subject all repaired tachograph heads to the Bench Test as defined in Annex 1 - Bench Test for ICT and IHCT, or another approved test, which they must pass within defined maximum and minimum tolerances (also defined in Annex 1 - Bench Test for ICT and IHCT).

Part 4: Technical requirements of approved repairers

- 18.3 Where units subsequently fail to pass IHCT, the Approved Repairer shall investigate the failure and make a record that must include details of that failure, and take the necessary steps to resolve the cause of the fault. Such failed units must not be introduced into the market until they are re-tested and pass.
- 18.4 DVSA will audit the Approved Repairer's IHCT procedures during assessment visits to an Approved Repairer, and may remove sample tachograph units for ICT based on the conditions set out in Section 7 – Maintaining Approval, of this Manual.
- 18.5 Approved Repairers are obliged to show that replacement parts or components come with a Certificate of Conformity or come direct from the original manufacturer; documentation must be retained as proof to this effect.
- 18.6 Individual Approved Repairers may decide to perform supplementary product testing such as "end of line" tests in order to further validate replacement parts or components, but they must ensure that IHCT is also carried out.

19 Bench test

- 19.1 In order for DVSA to carry out testing on examples of each Approved Repairers' stock, during assessment visits DVSA will select one repaired tachograph from the repair centres stock of each family that the Approved Repairer is approved to repair. If an Approved Repairer is approved to repair tachographs of ADR type, or non-GB sourced tachographs, DVSA may choose tachographs of these types as representative of each family.
- 19.2 The Bench Test allows DVSA to independently measure the accuracy and functionality of tachographs by testing the following:

- Visual indication and recorded speed;
- Visual indication and recorded distance;
- Acceleration response;
- Time indication;
- Recording of power supply interruption to the tachograph (except for lighting);
- Recording of power supply interruption to the sender unit (normally on the gearbox);
- Recording of signal interruption between the sender unit and the tachograph head;
- Recording of opening of the case;
- Operation of the over speed warning light;
- Operation of the chart-warning light function;

- 19.3 The tachograph will undergo the ICT Bench Test in accordance with the tolerances specified in Annex 1 – Bench Test for ICT and IHCT, of this Manual.
- 19.4 On completion of the ICT the tachograph heads used will be returned to the Repairer, along with test reports for each. DVSA will retain the charts produced during ICT and copies will be attached to the test reports. This will normally take place within 15 working days of the assessment visit. A receipt will be given for all heads removed from the Approved Repairer's premises by DVSA, see Annex 8 – Receipt for Tachograph(s) Removed for ICT by DVSA, of this Manual.
- 19.5 The outcome of the Bench Test will contribute to DVSA's decision on whether or not to approve the Approved Repairer to start / continue repairing the families of tachograph for which they have applied for approval to repair / continue to repair.

20 Maintenance and calibration of equipment

20.1 It is essential that there is a traceable periodic calibration of test equipment, whether calibration is carried out in house to manufacturer approved standards, or by an independent calibrator. Calibration reports for test equipment should include the following information:

- The name and address of the calibrator;
- The date on which the calibration was carried out;
- The period for which the calibration is valid;
- The identity of the equipment to which the report applies;
- The true values at which the calibration was carried out;
- The differences between the true values and the measured values;
- The identity of the equipment used to carry out the calibration

Annex 1

Annex 1 - Bench test for ICT and IHCT

1 Testing requirements

- 1.1 These independent conformity tests will be used to satisfy DVSA that those tachographs that the Approved Repairer repairs conform to accuracy, functionality and endurance requirements as mandated by EEC Regulation 3821/85 (as amended).
- 1.2 The accuracy, functionality and endurance requirements will be checked by DVSA by means of a Bench Test, defined in Section 3, below.
- 1.3 By carrying out the tests in-house, variables in test equipment and procedure are minimised and impartiality can be guaranteed.
- 1.4 The following section outlines the General Provision for Testing; these will be used by DVSA, Approved Repairers and Applicants to the Scheme for Bench Testing repaired tachographs for Approval (in DVSA's case) or as a substitute for accuracy, functionality and endurance requirements (in Approved and Applicant Repairers' cases)

2 Bench test

- 2.1 The following procedures must be followed by DVSA, Approved Repairers and Applicants to the Scheme during Bench Testing:
 - The tachograph head shall be secured in a retort stand or equivalent. Unless otherwise specified it shall be mounted at the mean of the angles of inclination specified on the instrument plaque. The measurement uncertainties of the test set-up must always be considered when assessing the accuracy of a repaired tachograph against the operational tolerances defined in Paragraph 2.2, below.

- Drive cable and electrical connections shall be made, ensuring an appropriate supply of 12 or 24 volts DC (where appropriate), as measured at the tachograph terminals. The tachograph shall be driven by an appropriate device capable of maintaining a constant speed within $\pm 0.3\text{km/h}$ and equipped with a tachometer of appropriate resolution.

- 2.2 EC Regulation 3821/85 requires that tachographs on the bench before installation must perform within the following maximum tolerances:

Distance	$\pm 1\%$ of the real distance travelled where that distance is at least one kilometre.
Speed	± 3 kilometres per hour.
Time	± 2 minutes after 24 hours for indicated and recorded time with a maximum of ± 10 minutes per 7 days. The difference between indicated and recorded time shall be a maximum of 4 minutes after 24 hours

- 2.3 The Bench Test must be carried out in normal ambient conditions of $20^\circ \pm 5^\circ\text{C}$ and $50\% \pm 20\%$ relative humidity ⁷
- 2.4 The following table shows the Bench Test procedure that will be carried out by DVSA for ICT:

⁷ These requirements also apply to intrinsically safe tachographs that are fitted to vehicles used for the carriage of flammable cargoes

Annex 1

Step	Description
1	2 charts to be prepared with centre fields showing: <ul style="list-style-type: none"> • Tachograph serial number • The words 'Test Chart' • Date • Tachograph start odometer reading (including decimal)
2	Charts to be inserted into tachograph, tachograph closed and secured
3	Tachograph to be permitted to carry out self diagnostic checks
4	Set at REST and left @ 0 km/h for 300 seconds
5	Run at v-max of chart for 300 seconds
6	Return to 0 km/h for 300 seconds
7	Run @ 40 km/h for 300 seconds
8	Return to 0 km/h for 300 seconds
9	Run @ 80 km/h for 300 seconds
10	Return to 0 km/h for 300 seconds
11	Run @ 120 km/h for 300 seconds
12	Return to 0 km/h, set mode to REST for 300 seconds
13	Set mode to PASSIVE for 300 seconds
14	Set mode to ACTIVE for 300 seconds
15	Return mode to REST for 300 seconds
16	Carry out power interruption, reconnect power
17	Leave in Rest for 300 seconds

Step	Description
18	Run @ 80 km/h for 300 seconds
19	Carry out sensor disconnection test for 300 seconds
20	Leave in Rest for 300 seconds
21	Finish test open tachograph and remove charts
22	Complete centre field by inserting finish odometer reading (including decimal)

2.5 Applicant and Approved Repairers may carry out different tests for IHCT as long as they include:

- A V-max of chart test for at least 10 seconds continuously;
- A 40km/h speed test for at least 150 seconds continuously;
- An 80km/h speed test for at least 150 seconds continuously;
- A 120km/h speed test for at least 150 seconds continuously;
- A test of REST mode for at least 150 seconds continuously;
- A test of OTHER WORK mode for at least 150 seconds continuously;
- A power interruption (and reconnection);
 - ⇒ This must be followed by an 80km/h speed test for at least 150 seconds on Continental 1318 tachographs in order for the power interruption to register
- A sensor disconnection (and reconnection).

Annex 2 and 3

- 2.6 Steps 1,2,3,21 and 22 should be carried out for all test methods, if the test is to be split into sections the start and finish odometer readings should only be written for the absolute start and finish of the testing process and not for each section of test.
- 2.7 If the test has been carried out otherwise in accordance with the recommended Bench Test in Paragraph 2.4, while including all of the actions in Paragraph 2.5, the Repairer must provide the Administrator with a description of the test that they propose to carry out (set out in a similar tabular fashion to the Bench Test) before the initial Administrator visit and at any time that they wish to change their test.
- 2.8 Approved Repairers should note that if the test is split into sections to accommodate their current repair process, each section of the test must meet the requirements set out in Paragraph 2.2.
- 2.9 Once the Bench Test or equivalent approved test has been completed and the tachograph is deemed to have met the criteria set out in Paragraph 2.2, it can be said to have passed the required testing.

- 1.2 The relevant national legislation is contained in Section 97 of the Transport Act 1968, as amended by:
 - The Passenger and Goods Vehicles (Recording Equipment) Regulations 1979, SI 1979 No 1746, as amended by the Passenger and Goods Vehicles (Recording Equipment) (Amendment) Regulations 1984, SI 1984 No 144;
 - The Community Drivers' Hours and Recording Equipment Regulations 1986, SI 1986 No 1457; this modifies Part VI of the Transport Act 1968 and SI 144:1984 to take account of EC 3821/85 on recording equipment in road transport;
 - The Passenger and Goods Vehicles (Recording Equipment) Regulations 1989, SI 1989 No 2121;
 - The Passenger and Goods Vehicles (Recording Equipment) Regulations 1996, SI 1996 No 941;
 - The Passenger and Goods Vehicles (Recording Equipment) (Approval of Fitters and Workshops) (Fees) Regulations 1986 SI 1986/2128 (as amended)

Annex 2 - Legislation

1 Legislation as it applies to the scheme

- 1.1 The following legislation makes the Secretary of State for Transport the Competent Authority in Great Britain for approving workshops for tachograph repair, and the Competent Authority for nominating bodies to carry out checks on these workshops. The Secretary of State is also empowered to attach conditions to his approval of repair workshops, which are the conditions laid down in this manual:
 - The European Community Recording Equipment (Tachograph) Regulations 3821/85, as amended by 3314/90, 3688/92 and 2479/95, is directly applicable law in all EC Member States. It deals with the construction, testing, installation, inspection and use of tachographs

Annex 3 - Fees

1 Current scheme fees

- 1.1 Application fee payable by scheme applicants £361
- 1.2 Yearly fee, payable by approved repairer's £361
- 1.3 Both of the fees above are payable **per family of tachograph** that an Applicant or Repairer is seeking approval / continuing approval from DVSA to repair.
- 1.4 Fees on this page are subject to change and will be updated as and when they do change by way of Special Notices

Annex 4

2 Examples

- 2.1 A current approved repairer who repairs Families 3 and 4 will pay 2 x £361 per year, or £722 to keep their approval.
- 2.2 A company wishing to enter the scheme and repair Families 3 and 4 would pay 4 x £361, or £1444, in the first year to cover application fees and their yearly fee for the first year. This would revert to £722 per year from their second year as an Approved Repairer onwards.

Annex 4 - Approved repairer's in Great Britain

Name	Address	Telephone	Seal Number	Families Certified to Repair
Cannock Tachograph Centre Ltd	Unit 8C Watling Street Business Park, Watling Street, Cannock, WS11 9XG	01543 379901	GBD02R	3 and 4
Gifford Tachograph Services & Commercial Ltd	Assured House Perrys Road, Chequers Lane, Dagenham, RM9 6QD	02085 931550	GBN01R	3, 4 and recording equipment for use on vehicles carrying dangerous goods
Instrument Repair Service	35 Radcliffe Road, West Bridgford, Nottingham, NG2 5FF	01159 819988	GBE01R	3, 4 and recording equipment for use on vehicles carrying dangerous goods
Continental	36 Gravelly Industrial Park, Birmingham, B24 8TA	01213 261234	GBH01R	3, 4 and recording equipment for use on vehicles carrying dangerous goods
Tacho-Serve	Unit 17 Hayward Industrial Park, Orton Way, Castle Bromwich, Birmingham, B35 7BT	01217 477220	GBA 01R	3, 4 and recording equipment for use on vehicles carrying dangerous goods
Skillray Transport Services UK	Unit 10 Rufford Court Hard wick Grange, Warrington WA1 4RF	01925 880081	GBD04R	3, 4 and recording equipment for use on vehicles carrying dangerous goods

Annex 5

Annex 5 - Contact details

DVSA Scheme Administrator:

Approved Tachograph Repair Scheme Administrator
DVSA
Ground Floor
Berkeley House
Croydon Street
Bristol
BS5 0DA

Fax: 01179542603

Email: atrsadministration@DVSA.gsi.gov.uk

Please use the email address as the first means of contact.

Intelligence unit

Approved Repairers should be aware that the DVSA has a dedicated Intelligence Unit that provides national coverage via regional contacts. The Intelligence Unit is keen to receive any information that may lead to the successful targeting of vehicle operators or drivers and calibration or repair centres, and their personnel, who are undermining road safety or the reputation of the Approved Repair or Calibration Schemes.

Please pass any information that you may have directly to DVSA on the national telephone number: 0300 123 9000. Alternatively you can pass information on via the website, www.DVSA.gov.uk. Any information provided will be treated in the strictest of confidence.

Annex 6 and 7

Annex 6 - Tachograph families⁸

Tachograph Family	Siemens VDO (Kienzle)	Stoneridge (TVI/Veeder-Root)	Jaeger (Smiths)	Motometer	Actia
1.Mechanical	All mechanical drive models	All mechanical drive models	All mechanical drive models	N/A	N/A
2.Electronic (pre 3314/90)	1313-30 series 1314-20 series 1314-30 series	1400 series 8300 (pre 1994 prod)	SG30/34 series SG130/134 series G50/54 series	N/A	N/A
3.Electronic (post 3314/90)	1318 series	8300 (post 1994 prod) 8400 series	N/A	N/A	T28 series
4.Programmable (inc. modular)	1319 series 1324 series	2400 series	N/A	EGK 100 series	N/A

⁸ "Tachograph Families" is defined as a group of instruments which operate by similar means

Annex 7 - Record of amendments

Date	Issue No.	Document Ref.	Amendment Details
07/1989	1a	QAS 371/363	First issue of Scheme Document
11/1991	2	QGN 371/363	Second issue of Scheme Document
01/1996	3	DTRS 371/363	Third issue of Scheme Document
09/2001	4	DTRS 371/363	Fourth issue of Scheme Document
01/2005	05	371/363	First issue of Authorised Repairers' Tachograph Manual
05/2005	06	371/363	Second issue of Authorised Repairers' Tachograph Manual
09/2006	07	371/363	Third issue of Authorised Repairers' Tachograph Manual
07/2007	08	371/363	Fourth issue of Authorised Repairers' Tachograph Manual
01/2011	09	DVSA 01/2011	First issue of Approved Tachograph Manual
06/2011	10	DVSA 06/2011	Second issue of Approved Tachograph Manual
01/2012	12	DVSA 01/2012	Third issue of Approved Tachograph Repairers' Manual
08 / 2015	13	08 / 2015	4th issue of Repairers Manual. To include changes to safe requirements, seal storage practices, withdrawal of Tachodisc from the scheme and Skillray change of address