

Vehicle Examination Facility (VEF) CODE OF PRACTICE

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Introduction

Defined terms in the VEF Code of Practice have the same meaning as those in the VEF Contract.

This document lays out: -

- the booking policy,
- payment policy,
- fees,
- requirements, and
- maintenance guide

for operating a Vehicle Examination Facility.

SAMPLE

SECTION 1

1. BOOKING POLICY

1.0 Introduction

This Section describes the policy and procedures for the booking of Examiners to attend at a VEF Site to conduct Examinations.

2.0 DVSA Booking Objective

2.1 DVSA's aim is to provide Examiners for Examinations at VEF Sites at times that are convenient and best suit each individual VEF.

2.2 DVSA's ability to meet Resource Requests for all dates and times requested will be constrained however, for example, by the total number of Examiners available on any given Day and other bookings.

2.3 DVSA cannot guarantee to meet all valid Resource Requests in the terms asked for but will seek to do so where possible and where DVSA considers it cannot accept a valid Resource Requests in the terms sought, it will offer an alternative as set out below.

3.0 Resource Requests for Examination Sessions

3.1 A VEF Party can book the attendance of an Examiner to carry out Examinations at a VEF Site by making a Resource Request for Examiner time.

3.2 An Examination Session is over a single Day booked in whole hours with a minimum duration of 4 hours and a maximum duration of 9 hours.

3.3 Examination Sessions will be booked within the following hours:

- Monday-Friday: 07:00 – 19:00
- Saturday: 07:00 – 17:00

This excludes bank holidays. It may be possible to arrange Examination Sessions outside of these hours but that will be on a case-by-case basis at the discretion of DVSA.

3.4 In booking Examination Sessions the VEF Party is reminded of the need for compliance with both legislation and DVSA policy which require employees such as Examiners to be able to take suitable breaks. Where an Examination Session has a duration of 5 hours or longer, a 30-minute break must be scheduled for the Examiner. This break will not contribute towards the duration of the Examination Session.

3.5 The precise timing of these breaks can be agreed between the Examiner and the Site Manager of the facilities during the Examination Day.

3.6 In making Resource Requests the VEF Party will need to apply for an Examination Session by specifying the Day, start time and the number of hours required so that the Examination Session can be undertaken at the VEF Site.

3.7 On the day of the actual Examination Session the VEF Party will need to ensure that the examinations that are scheduled for the period are reasonable for the Examiner to perform in the time available.

4 Resource Request Process

4.1 Notwithstanding which of the Resource Request process options set out in 4.5 (below) of this Section 1 it follows that a VEF Party will have to specify:

- i) the number of Days per week required and any preferred Day(s); and
- ii) the number and duration of Examination Sessions for each Day; and
- iii) the start and finish times of every Examination Session within each Day; and
- iv) the number of Examiners and number of test lanes intending to be used.

4.2 As part of the Resource Request Process, DVSA will assess how it can schedule Examiners to meet VEF requirements. If any constraints are identified, DVSA will discuss this with the VEF applicant to reach an agreement on what Examiners will be available to support the VEF. DVSA will confirm in principle the agreement reached with the VEF applicant. When authorisation is granted for a VEF Site, the bookings agreed between DVSA, and the VEF Party become “Confirmed Reservations” under the Contract.

4.3 Once DVSA has notified the VEF Party that it has accepted a Resource Request or where the VEF Party has accepted an offer from DVSA for a reservation for an alternative Examination Session there will be a confirmed reservation (“Confirmed Reservation”) in respect of the Examinations Period in question.

4.4 The VEF Party shall notify DVSA at the earliest opportunity and no later than noon on the Working Day prior to the Examination Session of the vehicles which are to be examined. If there is time remaining in the Examination Day once the notified examinations are completed it is acceptable to also Examine additional vehicles providing that these vehicles have had their applications approved.

4.5 A VEF Party may make Resource Requests to DVSA in the following ways:

4.5.1 the initial Resource Request:

- At the time the VEF Contract is signed or, if subsequently, when authorisation is granted for a VEF Site a VEF will make an initial Resource Request to DVSA;
- This Resource Request will be used to establish the monthly Demand Profile for that site covering the VEF Party’s standing Resource Request detailing their monthly requirement for Examination Sessions.

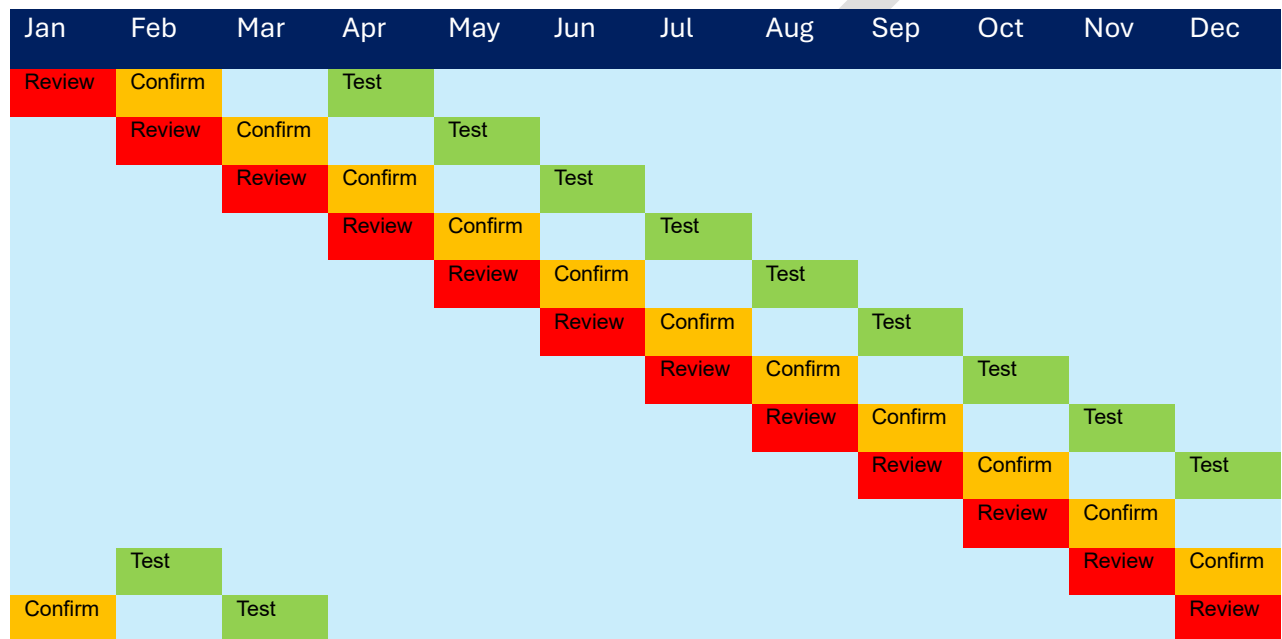
4.5.2 Amending the Demand Profile:

4.5.2 (i) On the first day of each month, VEFs may review and request changes to their demand profile for the period three months ahead. Any proposed modifications by the VEF party—will be communicated by the 15th of that month. Only changes that have been mutually

agreed will be updated in the system. By the 15th of the following month, the reservation will be confirmed based on the agreed profile. This process allows for updates to the demand profile for a single month, multiple months, or on a permanent basis.

4.5.2 (ii) For example, to alter the Resource Request for April, the VEF Party would need to contact DVSA by the 15 January, this would then be confirmed by the 15 February. This method could also be used to permanently alter the demand profile, but this would not take effect until April.

The diagram below illustrates how the process works:



- The red boxes indicate the deadline by which a Resource Request must be submitted by the VEF party to DVSA.
- The orange boxes indicate the latest date when DVSA will advise the Confirmed Reservations to an VEF Party for the Examination Sessions intended to be carried out in the subsequent green box.
- The green boxes indicate the period for which the Resource Requests are made in the request to be submitted by the VEF Party on or before the deadline set in the preceding red box.

DVSA will publish guidance on the way in which these requests should be submitted (see the website www.gov.uk or other website or media that DVSA may consider appropriate). Throughout this process DVSA will communicate with the VEF to ensure the effective use of Examiners.

DVSA will need to prioritise requests and offer alternative dates for those VEFs where part of their requirements cannot be met. The criteria DVSA will use in prioritising bookings will include among other things:

- The order in which the requests were made to DVSA.

- The extent to which a VEF has previously complied with the Fair Usage policy (having regard to under-utilisation of Examiners for Examinations and record of late cancellations of Confirmed Reservations);
- The extent to which a VEF has failed to maintain sufficient funds in the Pre-Funded Account;
- The number of examinations carried out by an Examiner at a VEF Site; and
- The most efficient and cost-effective deployment for DVSA of Examiners on any Day.

The above criteria are aimed at ensuring that the Examinations carried out at VEFs can be completed in the most efficient manner, thereby reducing the overall costs of Examinations to the end user. For those VEF Parties where their original requests cannot be confirmed (or the Examination Sessions required cannot be met), DVSA will offer alternative dates that may be booked if suitable to the VEF Party.

No later than the 15th of each month (marked as an orange box) DVSA will notify each VEF Party of the Days on which Examiners have been scheduled to be at each VEF Site. Each Day that an Examiner is scheduled to attend a VEF Site will become a Confirmed Reservation for the VEF for the period identified in subsequent green box.

VEF Parties must be aware of the amount of work that can be completed by Examiners during Examination Sessions. VEFs should not overbook the number of Examinations and ensure that Examiners can maintain effective utilisation without compromising the integrity of the examination. DVSA may assist VEFs and advise on utilisation.

4.5.3 Short term Resource Request process

4.5.3 (i) In addition to the Demand Profile, DVSA will aim to meet urgent Resource Requests made by VEFs for bookings of Examiner time using the short-term Resource Request process. However, when using this process availability of Examination Sessions may be limited, for example, by the overall number of Examiners employed by DVSA and by bookings made by new VEFs and those that have a Confirmed Reservation from their Demand Profile. So far as reasonably practicable, DVSA will offer alternative days to those requested by VEFs if their original requests cannot be met.

DVSA will assess its ability to meet the short-term requirements and notify the VEF either that DVSA:

- Can meet the request made by the VEF; or
- Cannot meet the request made and may offer alternative dates that are available to the VEF Party.

The short-term Resource Requests process should only be used by VEFs to cover unplanned alterations to their operational requirements.

For the avoidance of doubt, DVSA make no guarantee that Examination Sessions can be secured via the short-term Resource Request process, and each request will be assessed independently and, on a case-by-case basis. There is much greater likelihood of obtaining Examination Sessions by amending the Demand Profile.

5. Confirmed Reservation

If a particular booking is agreed between DVSA and the VEF Party, then this will become a Confirmed Reservation and DVSA will schedule the attendance of an appropriate number of Examiners at the VEF Party.

6 Cancellation of a Confirmed Reservation by an VEF Party

6.1 A VEF Party may cancel a Confirmed Reservation by giving DVSA advance notice. In the event of such a cancellation the VEF Party will become liable for the full Examination Session Fee for the Confirmed Reservation. Value Added Tax (VAT) will also be payable by the VEF Party on the Examination Session Fee in this case.

This amount can be reduced by providing additional notice as follows:

- If notice is given with 14 complete calendar Days remaining prior to the date of the Confirmed Reservation – no Examination Session Fee is incurred.
- If notice is given between 14 and 8 calendar days prior to the date of the Confirmed Reservation – 50% of the Examination Session Fee is incurred.
- If notice is given with 7 calendar days or fewer prior to the date of the Confirmed Reservation – 100% of the Examination Session Fee is incurred.

6.2 Seven Days' notice means seven whole calendar days, which can include weekends and Bank Holidays, between the day the cancellation notice is received by DVSA and the day of the Confirmed Reservation.

6.3 It is possible to give notice by electronic mail or by post or hand delivery. If a VEF Party sends it by post it should allow another 3 Working Days from the date of posting for the letter to be delivered and the VEF Party should keep a record of posting. If sending notice by e-mail, it would be advisable for the VEF Party to check its e-mail had been received and to keep a copy of the e-mail, in case of any dispute.

6.4 Please note that DVSA will keep a record of Confirmed Reservations that are cancelled by a VEF and that this will be considered under the 'Fair Usage' policy and in the advanced booking procedure when prioritising future booking requests.

7 Cancellation or partial attendance of a Confirmed Reservation by DVSA

7.1 DVSA is committed to meeting Confirmed Reservations at VEFs and the Resource Request processes are designed to make this possible.

Nevertheless, even with DVSA's best efforts things may sometimes go wrong and unless Force Majeure applies, where Examiners are not supplied at all for an Examination Session, DVSA will endeavour to offer a replacement Examination Session not more than 7 Working Days after the day of the cancelled Examination Session.

Where this rescheduling cannot be achieved then no Examination Session Fee will be incurred, and the VEF Party will have the right to claim, by written notice to the Contract Manager, a sum equal to the Examination Session Fee for the missed Examination Session.

7.2 If the late arrival of an Examiner at an VEF Site is 2 hours or more after the start of an Examination Session, for which there is a Confirmed Reservation which delays the start of Examinations for that time, then no Examination Session Fee will be incurred.

If reasonably practicable the Examiner will then normally stay later to complete the necessary Examinations.

7.3 Where an Examiner fails to complete an Examination Session for which there is a Confirmed Reservation, no Examination Session Fee will be incurred.

7.4 Subject to clause 7.5, for the purposes of clause 7.3, an Examiner will fail to complete an Examination Session if he does not remain at the VEF Site:

7.4.1 until the end of the Examination Session as originally scheduled; or

7.4.2 where he has arrived at the VEF Site after the start of the Examination Session, until the end of an equivalent period after the originally scheduled end of the Examination Session

7.5 An Examiner shall not be taken to have failed to complete an Examination Session under clause 7.3. If the VEF site manager has indicated that no more vehicles are expected to be presented for Examination for the remaining part of that Examination Session (whether as originally scheduled or as extended when an Examiner has arrived late) and they agree that the Examiner may leave before the Examination Session is completed.

7.6 An Examiner shall not be taken to have failed to complete an Examination Session under clause 7.3 if the reason for the early ending to the Examination Session is the Examiner finds the Examination Area or Examination Equipment unfit as per clause 8.9 of the Contract and the required remedy not being completed within the Examination Session.

7.7 DVSA does not accept any other liability (for instance, for consequential losses, etc.) in relation to cancelled or delayed Examination Sessions.

7.8 For the avoidance of doubt, the provisions of this clause will not apply where clause 13 (Force Majeure) applies but, without prejudice to clause 13.4 of the Contract, DVSA will use reasonable endeavours, where an Examiner is unable to attend or complete a Confirmed Reservation by reason of Force Majeure, to offer a reservation for an alternative Examination Session as soon as reasonably practicable thereafter.

8 Confirmed Reservations and the 'Fair Usage' policy

8.1 In order to maximise availability of Examiners and the use of their time for all VEF Parties, and the efficient and cost-effective working of these arrangements, DVSA asks that VEF Parties use the booking process considerately by applying a Fair Usage policy. The Fair Usage Policy as described in this clause 8.1 of Section 1 means making and keeping bookings that avoid both under-utilisation of Examiners' time to carry out Examinations when present for an Examination Session and frequent last-minute cancellations of Confirmed Reservations. Where DVSA has cause for concern, it will discuss the under-utilisation or number of cancellations with the VEF Party and may seek to review and change or reschedule future Confirmed reservations at the site or make changes to a site's Demand Profile to ensure Fair Usage, but reserves the right where DVSA considers there is unfair usage to cancel Confirmed Reservations without any liability on its part.

8.2 For the avoidance of doubt cancellations due to Force Majeure will not count as a cancellation(s) or be counted towards under-utilisation for the purposes of the Fair Usage Policy.

9 DVSA Training Requirements

9.1 In order to ensure a well-trained team of Examiners are available to carry out Statutory Examinations, DVSA will need from time to time to use Examination Sessions to train new and prospective Examiners and to sign off their capabilities. This is essential to ensuring DVSA maintain sufficient Examiners of all required skillsets, however DVSA will endeavour to ensure that this is carried out with the minimum disruption to VEF Parties.

10 Vehicle Certification Agency Site Usage

10.1 The Vehicle Certification Agency (VCA) acts as the approval authority on behalf of the Secretary of State under the Road Vehicles (Approval) Regulations 2020. As such they are fully able to carry out IVA Approvals. This can be arranged by mutual agreement of the VEF Party and the VCA, any such agreement will not be subject to the booking policy described herein.

11 Becoming a Dormant Site

11.1 A Dormant Site is one at which Examinations have been paused. This can occur in one of two possible ways:

- No Examinations have occurred at the VEF Site for 6 calendar months and DVSA inform the VEF Party that the said site has been identified as a Dormant Site via a Notice that will already have been sent to the VEF Party.
- A VEF Party wishes to pause Examinations at a VEF Site and informs DVSA of this and the expected duration of the pause. DVSA will respond confirming this via Notice.

11.2 Once DVSA has notified the VEF Party that the VEF Site is a Dormant Site it has the following effects:

- No further Examination Sessions may be booked at the Dormant Site.
- The Dormant Site is not expected to maintain the VEF Requirements as defined in Section 4 and there will be no Quality Assurance Inspections.

11.3 To end the Dormant Site designation of a VEF Site, the VEF Party must engage with DVSA and request a return to active status. A full Quality Assurance Inspection will be required including a local tier 1 satisfactory ISO and H & S audit. Once this Quality Assurance Inspection has been successfully completed the VEF Site may once again engage in the Booking Process.

11.4 A VEF Site spending 12 months or longer as a Dormant Site without making best endeavours to end the Dormant Site status is, in accordance with clause 15.1.5 of the contract, grounds for withdrawal of authorisation and ultimately termination.

SECTION 2

2. PAYMENTS POLICY AND PRE-FUNDED ACCOUNT TERMS AND CONDITIONS

2.1 Payment Policy

- 2.1.1 The VEF Party will maintain for each VEF Site a pre-funded account with DVSA (the "Pre-Funded Account") that will be used to make payment to DVSA in relation to Examinations to be undertaken at that VEF Site.
- 2.1.2 Subject to clause 10.1 of the VEF Contract, at the end of each Examinations Day, DVSA may be entitled to deduct an Examination Session (minimum) Fee for each Examination Session at the VEF Site for which there is a Confirmed Reservation from the Pre-Funded Account.
- 2.1.3 In the event that the Pre-Funded Account contains insufficient cleared funds, where DVSA have attempted to deduct funds payable pursuant to paragraph 2.1.2 of this Section, DVSA will notify the VEF Party of the need to transfer additional funds to the Pre-Funded Account. This is a Failed Draw Down.
- 2.1.4 Where DVSA has served notice under paragraph 2.1.3 of this Section, DVSA reserves the right to cancel the Confirmed Reservation by notice where the Pre-Funded Account still contains insufficient cleared funds by the end of the third Day following the service of the notice under paragraph 2.1.3 of this Section.
- 2.1.5 DVSA will apply the amount of the Examination Session (minimum) Fee deducted pursuant to paragraph 2.1.2 of this Section towards discharging the liability of the VEF Party or any other person in respect of Fees for Examinations carried out during the relevant Examination Session at that site.
- 2.1.6 If the amount of the Examination Session (minimum) Fee is less than the total amount of Fees for which the VEF Party or any other person is liable in respect of Examinations carried out during the relevant Examination Session, DVSA will be entitled to deduct and retain the amount of any outstanding balance owing to it in respect of such Fees from any balance remaining in the Pre-Funded Account at the end of the relevant Examinations Day at that site.
- 2.1.7 If the amount of the Examination Session exceeds the aggregate amount of Fees for which the VEF Party or any other person is liable in respect of Examinations carried out during an Examination Session at that site, DVSA will be entitled to retain the excess amount and to charge the VAT on that excess amount.
- 2.1.8 If the Pre-Funded Account contains insufficient cleared funds to enable DVSA to deduct any excess amount in accordance with paragraph 2.1.7 of this Section or any outstanding balance owed in respect of Fees in accordance with paragraph 2.1.6 of this Section, DVSA will give notice to the VEF Party of the need to transfer additional funds to the account. This is a Failed Draw Down.
- 2.1.9 If the VEF Party has not transferred additional funds to the Pre-Funded Account as required under paragraph 2.1.8 of this Section by the end of the second Working Day after service of a notice under paragraph 2.1.8 of this Section, DVSA may, without prejudice to any other rights or remedies available to it, whether under the Contract or otherwise, serve notice cancelling all or any Confirmed Reservations of the VEF

Party until such outstanding sums are received by it in cleared funds and take further action in accordance with clause 15 of the Contract.

2.2 PREFUNDED ACCOUNTS (PFA) TERMS AND CONDITIONS

2.2.1 Opening of Account

An account will be opened for a VEF Party upon the approval of an VEF application and can be used immediately to pay for services.

For any new VEF Party an account will be automatically created in 'Manage your vehicle Testing', 'MyVT', once an application is fully approved.

DVSA reserves the right to refuse to open an account for a VEF Party if there appears to be good reason for taking such an action.

2.2.2 Account Holder

An account holder will be registered to an account as the Site Manager and may authorise one (or more) delegate(s) to use the account to pay for goods or services from DVSA on the account holders' behalf.

The Site Manager will be responsible for authorising additional users from the VEF Party. The Site Manager will retain overall responsibility for all actions on the account. Site Managers will be responsible for all expenditure incurred on their account by their registered delegates.

To change the details for the Site Manager named on an account, the account holder must inform DVSA immediately and confirm the request in writing to contract4atf@dvsa.gov.uk any emails requesting a change of site manager must also be copied to the VEF contract signatory.

2.2.3 Security and Use of the Account

To obtain any services under the account payment must be made while logged in against the appropriate VEF site. If the applicable account is still open and the correct web site is being used, then the cost of the goods or services will be set against the account.

It is the responsibility of the account holder to ensure that the account is kept secure to prevent account details becoming known to any person or persons not authorised by the account holder. The account holder must immediately notify DVSA if the security of their account becomes compromised in any way. DVSA will reset the account when written confirmation has been received.

2.2.4 Payments into an Account

Payments into an account may be made either to: Driver and Vehicle Standards Agency (DVSA), Finance, Ellipse, Padley Road, Swansea, SA1 8AN or by

- ❖ **Debit/Credit card payments may be made via the 'Manage your vehicle testing' website.**
- ❖ **Direct debit payments may be set up via the 'Manage your vehicle testing' website.**
- ❖ **Cheque – to the address above**
- ❖ **Postal Order – to the address above**

❖ **Cash – in person to the address above.**

Cheques and Postal Orders should be made payable to Driver and Vehicle Standards Agency (DVSA) and be crossed “Account Payee only”. Cash should not be sent through the post. The DVSA finance department will update the details on your account once a payment is received. Any uncleared cheques will result in your account being in deficit and the provisions in clause 15.1.3 and 15.1.4 shall apply.

2.2.5 Funding levels

The account holder must ensure that sufficient funds are kept in the account to cover their needs. You will have access to view the account balance via the manage your vehicle testing website. If the balance of the account falls below this level, DVSA will require that further funds be provided. If an account remains in deficit, future Examinations will be jeopardised; and provisions in clauses 15.1.3 and 15.1.4 shall apply.

2.2.6 Debits from the Account

For the avoidance of doubt: Payment will normally be reconciled at the end of each day's Examination Session through the Pre-funded Account (PFA).

All Technical Examinations must be applied for directly, via the online form available at www.gov.uk, to Central Processing Services (formerly known as Technical Services Branch) in Swansea to be assessed first, where payment is taken immediately at the time of application. Other exceptions are Re-Examinations, where payment can be made at the time of booking.

For “technical Examinations”, where a technical assessment must be conducted before the test can be booked, the payment is debited from the PFA at the time of application.

2.2.7 Credits to the Account

DVSA shall deposit any Lane Service Payments that are due into the VEFs Pre-Funded Account monthly. DVSA's obligation is limited to paying Lane Service amounts due and does not extend to advancing funds or providing credit. The VEF is responsible for ensuring its Pre-Funded Account remains valid and able to receive deposits.

2.2.8 Refunds

Where DVSA makes a refund in respect of goods or services originally paid from the account, the refunded amount will normally be credited back to the account

A VEF Party account holder may at any time request a partial or full refund of the balance remaining in their account. Such a request must be made in writing, email will suffice. Refunds will where possible be made using the original payment method; in exceptional circumstances refunds will be made by made by post, within 21 Days of the request.

2.2.9 Account Statements

Any delegated users will be able to view and print statement information via the manage your vehicle testing website.

Account Enquiries

Please contact DVSA on 0300 123 9000 if you have any queries relating to your account.

Please Note: Any queries regarding the account may only be made by the VEF Party authorised users. The account number/site code must be quoted when making such enquiries. At the point of contact users will be required to prove authentication to ensure integrity of the systems.

2.2.10 Closing of Account

An account may be closed at any time following receipt of written instructions from the VEF Party Site Manager. DVSA reserve the right to close any customer account at its own discretion.

When an account is closed this action will be confirmed in writing by DVSA and any funds remaining in the account will be refunded to the account holder once any pending transactions have been completed.

2.2.11 Responsibilities Placed on DVSA

DVSA will undertake all reasonable steps to safeguard the account and to prevent expenditure not authorised by the account holder. The account will be administered efficiently and kept up to date with information and payments received from the account holder.

DVSA will provide full details on expenditure incurred against the account via the 'Manage your vehicle testing' website. DVSA reserve the right to suspend use of the account at any time and will notify the account holder in writing of its reasons for taking the action.

SECTION 3

3. FEES

3.1 Lane Service Payment

The Lane Service Payment is established as recompense to the Vehicle Examination Facility (“VEF”) for its capital investment in, and the ongoing maintenance and servicing of, the equipment utilised in the conduct of vehicle examinations.

Application fees shall be collected by the DVSA at the time of submission of each application for vehicle examination.

All examinations carried out at a designated VEF, whether presented by the VEF operator for its own account or by third-party customers, shall be entitled to a Lane Service Payment.

The Lane Service Payment shall be equal to:

- twenty percent (20%) plus VAT - if site VAT registered
- twenty percent (20%) only - if site not VAT registered

of the original application or retest fee paid in connection with each vehicle examined at the VEF.

At the beginning of each month, DVSA will produce a report detailing all vehicles tested and the associated Lane Service Payment (LSP) information for the preceding month.

If any discrepancies are identified, the VEF shall notify the relevant DVSA Customer Relations Manager.

If the report is accurate, the Vehicle Examination Facility (VEF) should promptly submit an invoice to DVSA, these should be sent to financeetb@dvsa.gov.uk, the invoice needs to detail the applicable lane service payment(s), including VAT and the period the invoice covers.

Upon receipt of an accurate invoice, all Lane Service Payments will be credited to the Vehicle Examination Facility’s Pre-Funded Account (“PFA”) within 10 working days.

The Lane Service Payment should be calculated as a percentage of the original application fee plus VAT, as per the following table:

Category	Fee £	LSP 20%+ VAT	LSP 20%	Retest £	LSP 20%+ VAT	LSP 20%
M1/N1	199.00	47.76	39.80	40.00	9.60	8.00
Vol M1/N1	213.98	51.36	42.80	43.01	10.32	8.60
M1N1 ACS	450.00	108.00	90.00	90.00	21.60	18.00
Vol M1/N1 ACS	483.87	116.14	96.78	52.40	12.58	10.48
M2	250.00	60.00	50.00	50.00	12.00	10.00
Vol M2	268.82	64.51	53.76	53.76	12.90	10.75

M3	360.00	86.40	72.00	72.00	17.28	14.40
Vol M3	387.10	92.90	77.42	77.42	18.58	15.48
N2 & N3	230.00	55.20	46.00	46.00	11.04	9.20
Vol N2 & N3	247.31	59.35	49.46	49.46	11.87	9.89
O1 & O2	70.00	16.80	14.00	14.00	3.36	2.80
Vol O1 & O2	75.27	18.06	15.05	15.06	3.61	3.01
O3 & O4	145.00	34.80	29.00	29.00	6.96	5.80
Vol O3 & O4	155.92	37.42	31.18	31.18	7.49	6.24
MSVA LPM	55.00	13.20	11.00	17.00	4.08	3.40
MSVA 2	85.00	20.40	17.00	17.00	4.08	3.40
MSVA 3/4	104.00	24.96	20.80	17.00	4.08	3.40

3.2 Examination Session Fee Calculation

The Examination Session Fee is the fee for the attendance of a DVSA Examiner at an Examination Session and is based on the duration of the Confirmed Reservation.

- 4 hours = £280
- 5 hours = £350
- 6 hours = £420
- 7 hours = £490
- 8 hours = £560
- 9 hours = £630

For a given Examination Session if the total of all application fees received by DVSA in relation to that Examination Session either from the VEF Party, or from a Third Party is less than the Examination Session Fee, the VEF Party will immediately become liable for a sum equal to the difference between the application fees and the Examination Session Fee. Further details of payments can be found in the Payment Policy in Section 2.

DVSA will therefore deduct this sum from the VEF Parties Pre-funded Account.

3.3 Examination Bookings

The individual VEF (Vehicle Examination Facility) party shall be responsible for managing the booking of examinations for each confirmed session. All bookings must be made exclusively through the MyVT system.

The MyVT system shall verify, at the time of booking, that:

- I. Sufficient examination time is available.
- II. The vehicle falls within a category for which the VEF is duly authorised to conduct examinations; and
- III. The vehicle's application has progressed to the inspection stage.

The VEF is required to complete all bookings for each confirmed session no later than 12:00 PM (midday) on the working day preceding the scheduled reservation.

SAMPLE

SECTION 4

4. VEF REQUIREMENTS

1. Introduction

This Section sets out the physical, technical and other requirements to be complied with at the VEF Site and the requirements and standards in accordance with which the Site must be maintained.

These requirements are based primarily on ensuring the safety of staff, customers and vehicles to facilitate effective vehicle Examinations and the health and safety of those using the facility together with ensuring that the correct equipment is installed.

2. Categories of Authorisation

The VEF Site is authorised for Examinations to be carried out on the categories of Vehicles specified in Schedule 1 of the VEF Contract and subject to any restrictions applicable to any of those vehicles.

The Examiner will not examine vehicles in categories not specified in Schedule 1 of the VEF Contract and the vehicle will need to be presented to an alternative test facility which can accommodate it.

Restrictions on Type of Examination

Restrictions on the types of Examinations that may be carried out on vehicles are listed in Schedule 1 of the VEF Contract.

3. Facilities Requirements

The Examinations areas within the VEF Site must at the time of Statutory Examinations be reserved for that purpose only. The Facilities at the VEF Site will need to be suitable for the types of vehicles approved for Examinations at that site.

3.1 Vehicular Access and Movements

The facility must have a designated roadway that provides unobstructed and easy access from the site entrance and exit to the test bay entrance/exit.

Note: Sites which intend to accommodate certain Basic IVA categories (A, C, S and L and vehicles which cannot be brake tested using a roller brake tester (RBT) will require a substantial area (not on the public highway) to perform vehicle manoeuvres. These are to assess steering and handling characteristics, and dynamic brake Examinations (decelerometer).

As part of DVSA's continuous work on a digitalised SharePoint system to store VEF H&S information, when the Vehicle Services Delivery Manager (VSDM) or their

representatives conduct their next quarterly Health & Safety Inspections they will also be requesting digital copies (preferably in PDF) of your risk assessment/policy for the reversing manoeuvres on the Examinations Lane and underside examination facility.

3.2 Building

A permanent weatherproof building is required for certain aspects of the Examinations process.

The Examination Area must have a substantially level and flat floor; this is defined as a gradient not more than 5% and be capable of supporting the weight of vehicles under examination.

Floors must have adequate surface water drainage to ensure that water does not lie in the Examinations area and must have a low slip potential even when wet.

3.3 Doors and Headroom

Doors should be suitable to permit safe entrance and exit from the building for all the types of vehicles to be tested. The height of doorways used for vehicle access must be clearly identified.

There must be sufficient headroom inside the building to allow for raising of all the types of vehicles to be tested.

There must be a minimum of at least 1.5m between any vehicle entrance and exit door and the pit or any fixed equipment except headlight aim equipment (if installed).

3.4 Ventilation

Ventilation of the Examination Area within the building should be sufficient to prevent the accumulation of exhaust fumes. If required, this can be achieved through exhaust extraction equipment.

3.5 Lighting

The lighting must be adequate for examination work at all stages of the test. All lighting including passages, stairways and pits shall be in accordance with HSE guidance.

The inspection lamp for the underside examination stages must be a handheld low voltage (110v or less from a centre earth tapped transformer) or a rechargeable inspection lamp. Inspection lamp leads must be supported to prevent trip hazards.

Note: Clip on battery types is not acceptable.

3.6 Communication System

If required, an effective microphone and communication system must be provided for under vehicle examination that allows the examiner to issue instructions to the driver of the vehicle under examination. The system must be of sufficient quality to allow for clear, precise communication and be free from interference.

Note: It is possible to integrate the microphone for the under-vehicle examination into the inspection lamp, and it can be 'hands free'.

Some categories of work inspections will not require a communication system, if you are only doing vehicle Examinations, these will be set out and defined on your Authorisation Certificate.

3.7 Office Accommodation

During the hours of Examinations, a dedicated office area must be available to DVSA; the office must be clean, provide adequate storage and provide DVSA staff with reasonable thermal comfort. For normal Examinations with one Examiner on site, the following office equipment must be provided: chair and a desk. The recommended minimum working area per member of DVSA staff is 3.7 m².

There needs to be an electricity supply to the office area, with sufficient sockets for the use of laptop(s) and other associated equipment.

When not present in this area during the Examination Session, DVSA Examiners must have the facility to securely store equipment such as laptops, mobile phones etc.

Note: Whilst there is a general requirement for the VEF Party to comply with Health and Safety and associated requirements, particular attention should be paid to the Health & Safety (Display Screen Equipment) Regulations 1992 [Working safely with display screen equipment - HSE](#), which cover the desk and chair.

For certificates and any embossing stamp that need to be kept securely at the site overnight, access to a safe with a cash rating of £10,000 conforming to Euro Grade 1 standard must be available for the storage by DVSA of a secure document container. The safe must be security bolted to either a brick /exterior wall or floor.

If this safe is not easily accessible from the Examination Lane/office, a lockable day safe large enough to store A4 sized certificates must be provided.

In the case of a facility where only occasional Approvals Examinations are conducted the examiner will not leave certificates on site overnight and therefore these security requirements will not apply. Likewise, DVSA will remove accountable documents from Dormant sites.

3.8 Wi-Fi Connectivity

The VEF Party is required to provide a suitable Wi-Fi connection to the internet for use by DVSA staff when working at the facility, the connection must not connect to a corporate LAN with additional security.

The connection must be secured by a password using WPA 2 or better protocols, no additional log on is permitted.

This connection must be available and functioning at all times when DVSA staff are present at the VEF Site.

The connection must be configured in such a way as to not restrict DVSA staff's access to DVSA systems, technical requirements will be supplied on request.

The Wi-Fi signal must be of a good strength in all areas of the facility where DVSA staff will be working.

The VEF Site is required to take reasonable steps to ensure that data download caps are met or exceeded and that fair usage policies are not broken to prevent their ISP from applying traffic shaping measures that may adversely impact connection to DVSA systems.

DVSA will not provide technical support for VEF Party Wi-Fi connections.

4. Equipment Requirements

The Examinations Equipment and surrounding areas within the VEF Site must at the time of Statutory Examinations be reserved for that purpose only and they must comply with the relevant Health and Safety Requirements in full (www.hse.gov.uk).

The minimum equipment required for Examinations will depend on the types of vehicles approved for Examinations at the VEF Site and the specific Examinations undertaken.

The table below details every possible piece of equipment required by the type of vehicle to be examined; a more specific list related to the specific Examinations carried out on a specific VEF Site can be found on the authorisation certificate.

All equipment used for measurement must be calibrated satisfying the requirements of ISO 17025.

Overall Equipment List for M1 and N1 Vehicles – Not all categories will require all equipment.

- 1 **Roller brake tester**
An RBT must be installed and suitable for the Class of vehicle intended to be examined.
- 2 **Decelerometer**
A decelerometer must be provided for vehicles which cannot be tested on a RBT
- 3 **Exhaust gas analyser and/or diesel smoke meter**
An EGA and/or DSM must be installed and suitable for the vehicles intended to be examined.
- 4 **Pressometer**
A Pressometer must be provided to measure the pressure applied to the brake pedal.

- 5 **Noise meter (class 1) and tripod stand**
A calibrated class 1 (type 1) noise meter and stand, which can position the meter anywhere between 200mm and 1700mm from ground level, must be provided. Available from garage equipment suppliers.
- 6 **Microphone positioning guide**
A noise meter positioning guide must be provided which is used to accurately position the noise meter microphone at 45 deg. to the exhaust tailpipe. Specification obtainable from DVSA
- 7 **Tachometer**
A calibrated tachometer must be provided. The meter kit must contain suitable pickups for use on petrol and diesel engines. Available from garage equipment suppliers.
- 8 **165mm half-sphere incorporating intrusion measurement**
A 165mm half-sphere must be provided for use in measuring projections. The specification is obtainable from DVSA.
- 9 **A driver eyeliner and seatbelt anchorage location device, plus attachment for additional eyeliner.**
A tool must be provided to establish the driver's eye line. The specification is obtainable from DVSA.
- 10 **Builder's line-level with a cord**
A normal builder's line level, approximately 75mm in length, to hang on the builder's line must be provided. Three lengths of builder's line, each approximately 1.5 metres in length, (two white the other in a contrasting colour). Available from tool/hardware suppliers.
- 11 **A floor line setting tool comprising of cone segment, 1-metre-high X 30-degree half-angle**
A 30-degree half-angle cone segment must be provided as a floor line setting gauge. Specification obtainable from DVSA
- 12 **Head impact area measuring tool**
A head impact tool must be supplied which meets the criteria. The specification is obtainable from DVSA.
- 13 **1 litre measuring jug**
A standard litre measuring jug must be provided. Available from tool/hardware suppliers
- 14 **Poles approximately 25mm square in section (small mirror check area)**
These may be either wall-mounted or free-standing. If wall-mounted, the following lengths are required:
- 2 X 1500mm,
 - 1 X 1400mm,
 - 2 X 1200mm and
 - 1 X 700mm.

If freestanding, the following lengths are required:

- 1 X 1900mm,
- 4 X 1600mm and
- 1 X 800mm.

Available from tool/hardware suppliers.

15 **Flags for mounting on the poles**

Four Green flags, three blue flags and one red flag are required. Available from tool/hardware suppliers.

16

Wheel chocks x 4

Available from garage equipment suppliers.

17

Inspection/examination hand lamp (low voltage)

Available from garage equipment suppliers.

18

Secure storage for small tools

19

European specification number plate blanks

Gauges of the following dimensions:

- 1x 520mm / 120mm &
- 1x 340mm / 240mm &
- 1x 300mm / 150mm.

20

A wheel guard measuring gauge

a gauge used to assess the extent of coverage of wheel guards. Specification obtainable from DVSA

21

A glass opacity meter

Test device to check the opacity of vehicle glass to the front and sides of the driver.

Overall Equipment List for M2 and M3 Vehicles – Not all categories will require all equipment.

1. Noise meter (class 1) and tripod stand

A calibrated Class 1 (Type 1) noise meter must be provided. A stand must be provided to mount the meter on. A normal camera tripod stand will usually suffice provided it can position the meter anywhere between 200mm and 1700mm from ground level. The 200mm dimension may be achieved by using a dropper bracket. Available from garage equipment suppliers.

2. Microphone positioning guide

A noise meter positioning guide must be provided which is used to accurately position the noise meter microphone at 45 deg. To the exhaust tailpipe. Available from garage equipment suppliers.

3. Tachometer

A calibrated tachometer capable of reading up to 3,500 r.p.m. must be provided. The meter kit must contain suitable pickups for use on petrol and diesel engines and must also be able to be used in an optical mode via a remote optic and the use of reflective tape, both of which must also be supplied. Available from garage equipment suppliers.

- 4. 1-litre measuring jug**
A standard litre measuring jug must be provided. Available from tool/hardware suppliers.
- 5. Head impact area measuring tool**
A head impact tool must be supplied which meets the criteria. The specification is obtainable from DVSA.
- 6. Suitable wheel chocks x 4**
Available from garage equipment suppliers.
- 7. Inspection/examination hand lamp (low voltage)**
Available from garage equipment suppliers.
- 8. Secure storage for small tools**
- 9. European specification number plate blanks**
Gauges of the following dimensions:
 - 1x 520mm / 120mm &
 - 1x 340mm / 240mm
- 10. A glass opacity meter**
Test device to check the opacity of vehicle glass to the front and sides of the driver.

Specialised equipment required for Regulation 107:02

Doors, Ramps & Steps

- 11. 5x Service door access panel forms**
- 12. 2x Door tool, (tapered & non-tapered)**
- 13. 1x Pressometer**
- 14. 1x Emergency door access panel form**
- 15. 1x 150mm high block**
- 16. 3x 5kg test weights**
- 17. 1x Step area gauge:**

Gangway, Windows and Seats (Annex 3A for Gangway Specifications) (Detailed Specifications are available from DVSA on request)

- 18. 21x Cylinders**

19. 10x Flat panels
20. 1x Additional panel
21. 1x Inclinometer
22. 1x Handhold panel
23. 2x Seat area panels
24. 2x Emergency window panels
25. 4x Measuring poles:
26. 4x Measuring poles
* Only applies where all classes to be examined can be split into individual classes where required

Overall Equipment List for N2 and N3 Vehicles – *Not all categories will require all equipment.*

1. **Noise meter (class 1) and tripod stand**
A calibrated Class 1 (Type 1) noise meter must be provided. A stand must be provided to mount the meter on. A normal camera tripod stand will usually suffice provided it can position the meter anywhere between 200mm and 1700mm from ground level. The 200mm dimension may be achieved by using a dropper bracket. Available from garage equipment suppliers.
2. **Microphone positioning guide**
A noise meter positioning guide must be provided which is used to accurately position the noise meter microphone at 45 deg. To the exhaust tailpipe. Available from garage equipment suppliers.
3. **Tachometer**
A calibrated tachometer capable of reading up to 3,500 r.p.m. must be provided. The meter kit must contain suitable pickups for use on petrol and diesel engines and must also be able to be used in an optical mode via a remote optic and the use of reflective tape, both of which must also be supplied. Available from garage equipment suppliers.
4. **Floorline setting tool comprising of cone segment, 1-metre-high X 15-degree half-angle**
A 15-degree half-angle cone segment must be provided as a floor line setting gauge. Specification obtainable from DVSA
5. **Driver eyeline and seatbelt anchorage location device, plus attachment for additional eyeliner**
A tool must be provided to establish the driver's eyeline. The specification is obtainable from DVSA.
6. **1-litre measuring jug**
A standard litre measuring jug must be provided. Available from tool/hardware suppliers.

- 7. Head impact area measuring tool**
A head impact tool must be supplied which meets the criteria. The specification is obtainable from DVSA.
- 8. Suitable wheel chocks x 4**
Available from garage equipment suppliers.
- 9. Inspection/examination hand lamp (low voltage)**
Available from garage equipment suppliers.
- 10. Secure storage for small tools**
- 11. European specification number plate blanks**
Gauges of the following dimensions:
 - 1x 520mm / 120mm &
 - 1x 340mm / 240mm.
- 12. Spray suppression measuring gauge,**
a gauge used to assess the extent of coverage of wheel guards.
Specification obtainable from DVSA
- 13. Glass opacity meter**
Test device to check the opacity of vehicle glass to the front and sides of the driver.

Overall Equipment List for O1, O2, O3 and O4 Vehicles – *Not all categories will require all equipment.*

- 1. Suitable wheel chocks x 4**
Available from garage equipment suppliers.
- 2. Secure storage for small tools**
- 3. 30metre (non-metallic) tape measure, (O3/4 only)**
- 4. Spray suppression measuring gauge, (O3 & 4 only)**
a gauge used to assess the extent of coverage of wheel guards.
Specification obtainable from DVSA
- 5. European specification number plate blanks**
Gauges of the following dimensions:
 - 1x 520mm / 120mm &
 - 1x 340mm / 240mm

Overall Equipment List for Category L Motorcycles (2, 3, and 4 wheeled) – *Not all categories will require all equipment.*

- 1. Suitable roller brake tester**
An RBT must be installed and suitable for the class of vehicles intended to be examined.

2. Decelerometer

A decelerometer must be provided for vehicles which cannot be tested on an RBT

3. Exhaust gas analyser and/or diesel smoke meter

An EGA and/or DSM must be installed and suitable for the vehicles intended to be examined.

4. Noise meter (class 1) and tripod stand

A calibrated class 1 (type 1) noise meter must be provided. A stand must be provided to mount the meter on. A normal camera tripod stand will usually suffice provided it can position the meter anywhere between 200mm and 1700mm from ground level. The 200mm dimension may be achieved by using a dropper bracket. Available from garage equipment suppliers.

5. Microphone positioning guide

A noise meter positioning guide must be provided which is used to accurately position the noise meter microphone at 45 deg. To the exhaust tailpipe.

6. Tachometer

A calibrated tachometer capable of reading up to 3,500 rpm. must be provided. The meter kit must contain suitable pickups for use on petrol and diesel engines and must also be able to be used in an optical mode via a remote optic and the use of reflective tape, both of which must also be supplied. Available from garage equipment suppliers.

7. Suitable headlamp aiming screen

A portable screen used to verify the headlamp adjustment, pattern and that it does not dazzle.

8. Head impact area measuring tool

A head impact tool must be supplied which meets the criteria. The specification is obtainable from DVSA.

9. Floor line setting tool comprising of a cone segment, 30-degree half-angle

A 30-degree half-angle cone segment must be provided as a floor line setting gauge. Specification obtainable from DVSA

Operating Instructions for all test equipment must be in English and available to users.

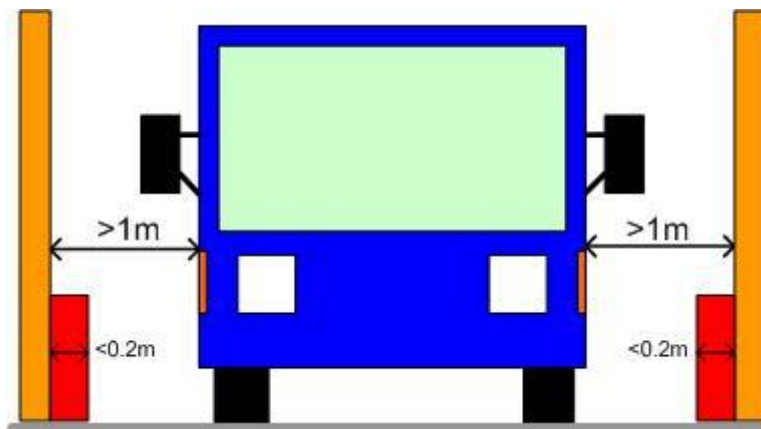
5. Vehicle Examinations Areas

Layouts will be considered based on the types of vehicles to be tested at the VEF.

There must be at least 4 metres between the centre lines of test equipment in adjacent bays and examination equipment located in the examination bays must not encroach upon the vehicle exterior examination area such that it prevents an effective visual examination.

All Examinations areas must be at least 2m wider than the vehicles to be tested, to ensure that there is at least 1m free space on either side of the vehicle when the vehicle is being inspected, minor intrusions are permitted (defined as 0.2m depth by 0.2m width maximum).

Note: Additional free space may be required if vehicle checks that require vehicle access lockers to be raised are to be undertaken.



Where the 1-metre dimension (required free space around the vehicle) is not sufficient to perform the angles of visibility of lighting assessment, a suitable under cover alternative may be required.

5.1 Interior/Exterior Examination and Size Assessment Area

A designated area must be outlined for the Examiner to examine the vehicle exterior; in order to carry out the inspection the Examiner must be able to walk around the entirety of vehicle unobstructed. The area must be at least 1m wider and longer, equidistant on all sides than the largest vehicle to be tested on the site.

Note: Where vehicle examination restrictions apply, markings may be provided showing acceptable dimensions and may be incorporated with the lighting floor dimensions' providing it is clearly marked as such, for example, using different colours.

5.2 Exhaust Emissions Examinations

Emissions Examinations equipment must be provided and must be of a type included in the DVSA's list of acceptable equipment. If the Examinations facility wishes to test vehicles with raised exhaust output, a means of safely carrying out Examinations at a raised level needs to be available at all times when an Examination is being conducted.

Emission Examinations must be conducted in accordance with the relevant inspection manual and the relevant Health and Safety guidelines (www.hse.gov.uk). Not required for premises where only trailers are to be tested.

A gas analyser/diesel smoke test meter of a type on DVSA's latest list of acceptable equipment shall be provided. Suitable access to high level exhaust outlets must be provided.

5.3 Lighting and Reflectors Examinations

5.3.1 Headlamp Aim Examinations

Calibrated Headlamp Aim Tester

A rail mounted and calibrated headlamp aim tester with the ability to test all types of head lights suitable for the VEFs authorised vehicle category which incorporates an appropriately modified aiming screen.

The Headlamp aim tester must have rails mounted. The rails must be certified as parallel to within $\pm 2\text{mm}$ of the standing area plane.

If vehicles are intended to drive over the rails, they must be recessed or suitably protected to avoid excess wear.

Headlamp aim tester equipment must be aligned to the standing area and positioned to take account of the vertical and horizontal location of headlamps tested.

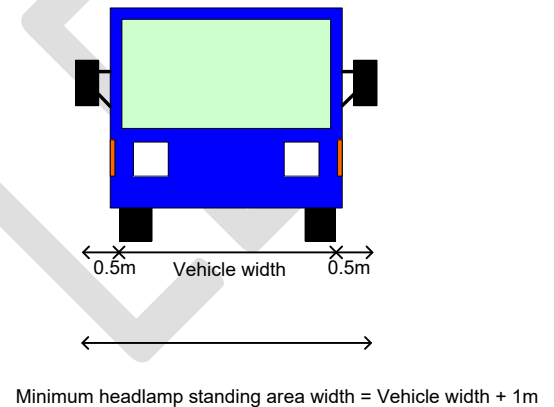
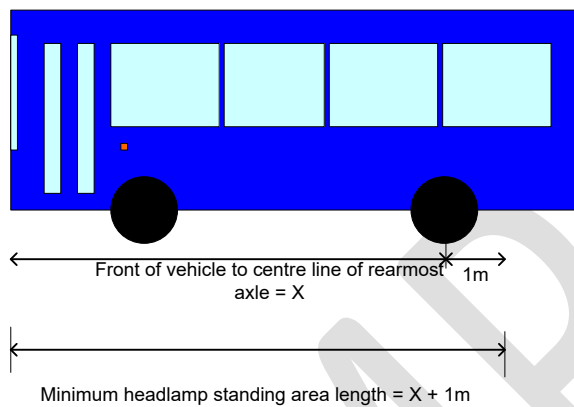
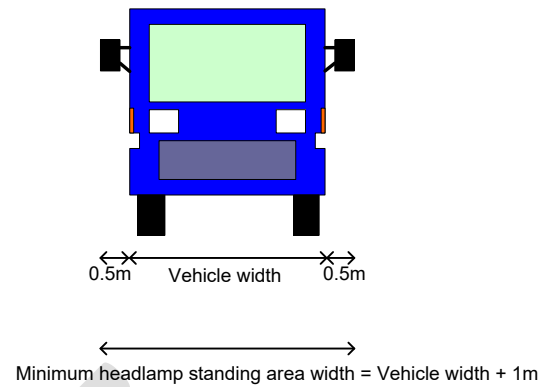
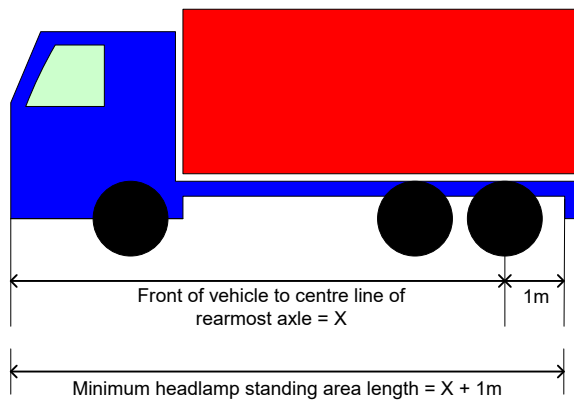
There must be at least 1.0m clearance (0.6m for 2005 specification equipment) at the rear of the headlamp aim tester optical head. Floor mounted equipment such as brake testers must not be installed in this area.

The optical head must be height adjustable so that the centre of the headlamp aim tester lens can be set at heights between at least 550mm and 1150mm above the standing area.

5.3.2 Designated Headlamp Aim Examinations Standing Area

A clearly marked designated vehicle standing area is required for headlamp aim assessment, the area must be certified flat and level to within $\pm 6\text{mm}$ in any 3m.

This area must be at least 0.5m equidistant than the widest motor vehicle intended to be tested on site. The minimum length of the area is the distance from the front of the vehicle (including overhang) to the centre line of the rearmost axle and a 1m tolerance.



Any part of floor mounted equipment e.g. roller brake tester that encroaches into the headlamp designated standing area must comply with the +/- 6mm requirements. The area must be durably and clearly marked with a datum line (or lines) at the recommended headlamp tester to headlamp lens distance (or zone) limits in compliance with the equipment manufacturers specification.

5.4 Under Vehicle Examination Requirements

In order to examine the underside of the vehicle the site must have either an inspection pit or platform hoist situated within the building.

5.4.1 Inspection Pit

Access and Exits

This under vehicle examination stage shall be contained within premises that are permanent, weatherproof buildings with concrete/mezzanine floor, adequate lighting and complying with all Health and Safety requirements (www.hse.gov.uk).

Primary access to and exit from the pit must be a staircase, at one end of the pit or linking to a tunnel.

Link tunnels must be greater than 1.6m high and 0.75m wide.

During the under-vehicle inspection an entrance/exit must be available to the "Examiner" at both ends of the pit at all times. Any up-stand rails fitted to the pit shall not protrude more than 25mm above the floor level.

Length

The vehicle to be tested will not prevent egress or exit from the pit at any time. Egress or exit may be provided via a link tunnel.

The maximum length of vehicles intended to be tested on site together with the installation of cross pit tunnels shall determine the required length of the pit.

The effective working length of the pit is its maximum length minus any area obstructed by steps or a cross pit RBT.

Vehicles that block mandatory exits during under vehicle inspection process or exceed the effective working length of the pit will not be tested except where there are links to tunnels (See Access and Exits).

Width

The pit width must be greater than 0.8m and must not allow any part of the vehicle to intrude upon the pit width.

Depth

The minimum permitted pit depth is 1.6m over the effective working length of the pit.

The maximum permitted pit depth is 1.8m over the effective working length of the pit.

Note: Staging may be used to satisfy these requirements.

A central channel no less than 0.6m wide in the pit floor may be used to satisfy this requirement.

A movable platform or steps to allow the inspector to examine areas high up in the chassis of the vehicle.

5.4.2 Platform Hoist

The platform hoist must be suitable, lifting capacity and size for the types of vehicles intended to be tested.

The working height of the platform hoist or lift must be between 1.6m and 1.8m.

In order to test low floor vehicles, the platform must be capable of being raised to at least 1.6m from the ground.

The gap between the platform must be 0.8m or greater and must not allow any part of the vehicle to intrude upon the platform hoist width.

The safe working load of the platform hoist must be clearly marked and be at least equivalent to the maximum gross design weight for the vehicles to be tested.

5.6 Brake Examinations

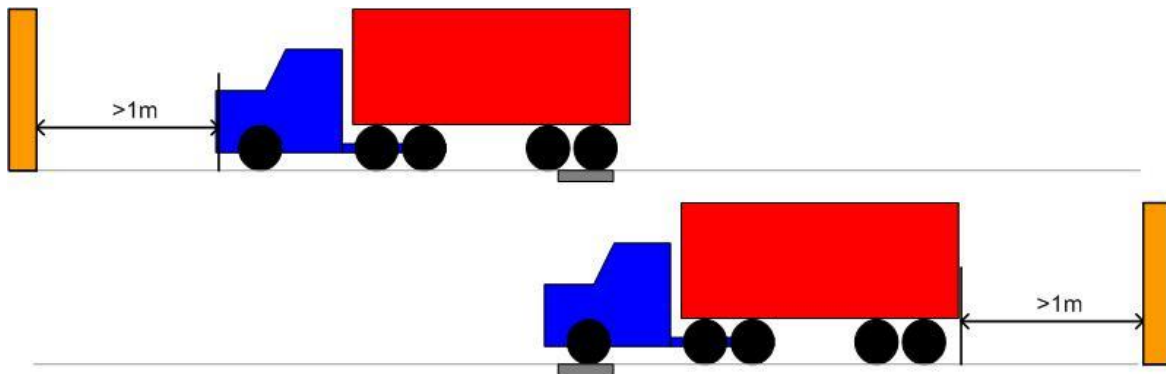
5.6.1 Brake Examinations Area

The area where vehicles stand during all parts of the brake test must be clearly marked, substantially level and flat; this is defined as a gradient not more than 5%.

5.6.2 Roller Brake Tester and Console

The RBT must be computer controlled, compatible with DVSA's test procedures and data and have the provision to update the vehicle specific brake data software.

When the longest vehicle is under test there must be at least 1m clear space at either end of the vehicle excluding any walkway dimension.



If a RBT is located outside the building, there must be a canopy to protect the rollers and operator from adverse weather conditions.

There must be a minimum distance of 1.5m from the first aperture in the RBT bedplate and the pit.

Provision must be in place to ensure the Examiner has an unobstructed view of the vehicle whilst conducting the brake assessment.

A cross pit RBT is acceptable provided that the length of pit taken up by the RBT shall be in addition to pit length dimension and must be fitted with an automatic protection device to ensure that the rollers cannot be started when a person is in the pit.

The brake tester console shall be mounted in a suitable position, protected from the weather and excessive exhaust fumes.

6 Quality Assurance Inspections

- 6.1 The VEF Party will permit the Contract Manager or any person nominated by him to act on behalf of DVSA to access and use its VEF Sites and Examinations Equipment at any reasonable time in order to ensure that the VEF Requirements and all other obligations including but not limited to adherence to compliance with clause 6.3.1 of the VEF Party under this Contract have been and are continuing to be complied with and in connection with the management of its Examiners and other persons working for DVSA. In particular, but without limitation, the Contract Manager or nominated person shall be entitled to carry out such quality assurance of Examinations procedures at the VEF Sites as they reasonably deem to be necessary and to inspect any documentation required to be kept by the VEF Party under this Contract including the equipment calibration log and to inspect and test the Examinations Equipment. The VEF Party shall cooperate fully with the Contract Manager or nominated person in connection with the exercise of DVSA's rights under this clause and shall provide, at its own cost, all such assistance to him as is reasonably required.
- 6.2 Without prejudice to clause 6.1, DVSA shall be entitled to undertake at each VEF Site a full VEF Site and Examinations Equipment Quality Assurance inspection at least once in each 12-month period following the Commencement Date or the date on which the site was authorised if different.

SECTION 5

5. EQUIPMENT MAINTENANCE GUIDE FOR VEF OPERATORS

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1.0 INTRODUCTION

- 1.1 This section is designed to assist VEFs in the maintenance scope or regime they are required to put in place to ensure that their vehicle Examinations equipment is safe to use and remain suitable for statutory vehicle Examinations purposes.
- 1.2 The maintenance and documentary requirements described in this section are the recommended minimum requirements. VEFs may broaden their preventive maintenance scope for vehicle Examinations equipment if they wish to do so. Regardless of the scope of preventive maintenance adopted, the ultimate goal must be to ensure that test equipment is kept in a safe and serviceable condition at all times.
- 1.3 All maintenance activities described in this section should be carried out by a suitably qualified engineer or contractor. To minimise their exposure VEFs are recommended to have a maintenance contract in place covering all statutory Examinations equipment. The scope of the maintenance contract must also cover software updates and must be in accordance with manufacturer's recommendations.

- 1.4. The VEF is recommended to have a credible defect reporting system in place which aims to rectify all serious defects with minimum downtime. The term 'serious defect' in this instance refers to any equipment defect or impending defects which could potentially affect the outcome of a statutory vehicle test or prevent a test from being completed.
- 1.5 As provided by clause 6.8 of the Contract, DVSA has the right to request copies of inspection sheets and calibration documents at any time.

1.6 DVSA are required to comply with the general requirements of BS EN ISO/IEC 17025 [ISO/IEC 17025:2017 - General requirements for the competence of testing and calibration laboratories](#) for IVA. This deals with the competence of testing and calibration for laboratories.

Unless the VEF Party has ISO 17025 or equivalent accreditation, we must closely monitor and control any measuring equipment provided by the examination facility for use in the IVA scheme.

- 1.7 The ISO standard requires a surveillance system be put into place to track items like-
 - calibration / verification frequencies,
 - calibration readings,
 - serial numbers of measuring devices etc.

1.8 The examination facility must agree to provide DVSA with such information to ensure we can discharge our duties under the standard.

2.0 INSPECTION/MAINTENANCE SHEETS

All inspection/maintenance sheets for statutory vehicle Examinations equipment must contain the following information regardless of the type of equipment being maintained and whether the work is considered to be an inspection, preventive maintenance or breakdown rectification:

- Full Business Address, Contact Information and VAT Registration Number for the Maintenance Service Provider.
- Full Site Address or Location where the concerned equipment is being used or held.
- Date and Time of the event.
- Make/Model and Serial Number of the equipment that was inspected.
- Full Name and Signature of the Inspector.
- A unique Reference Number for all maintenance or inspection work.
- A Page Number on every page of the inspection/maintenance sheet.
- A description of the scope of the inspection or maintenance, repair, recommendations and where applicable, the action or actions taken to rectify or prevent a breakdown.

3.0 EQUIPMENT MAINTENANCE AND CALIBRATION GUIDELINES

3.1 Maintenance of Emissions Testers

- 3.1.1 The definition of emissions testers covers diesel smoke meters, combined emissions testers (diesel and petrol emissions testers) and gas analysers. The maintenance requirements for this equipment are listed below:

- 3.1.2 All emissions testers must at any point in time, during its service life, have the latest emissions Examinations limits installed in its test programme. If unsure, contact your local DVSA Examinations Manager.
- 3.1.3 If the equipment programme contains information about the date, time and holding address of the equipment, this information must be correct at all times.
- 3.1.4 On a daily basis, check the condition of hoses, cables, probes, casing seals or for deterioration of any part of the test equipment, and all power/cable connections.
- 3.1.5 Check that the sample path is free from constrictions, leaks and is not showing any sign of deterioration.

3.2 Calibration of Emissions Testers

- 3.2.1 All Diesel Smoke Testers must be calibrated at least annually.
- 3.2.2 Dependant on manufacturer and model all Gas Analysers must be calibrated annually, with each calibration occurring no later than 12 months from the previous calibration date.

3.3 Maintenance of Headlamp Aim Testers (HAT).

- 3.3.1 Visually inspect equipment on a daily basis and before the first test of the day to ensure it is defect-free.

3.4 Calibration of Headlamp Aim Testers (HAT)

- 3.4.1 The HAT Assembly should be calibrated and/or adjusted to ensure it remains compliant with calibration requirement. It is mandatory that the equipment is calibrated every 6 months, with each calibration occurring no later than 6 months from the previous calibration date.
- 3.4.2 Inspection of the HAT area should be checked periodically for visual undulations or undesired floor deflections due to effect of repeat loading.
For clarity, the HAT area is the test area that would normally be used or covered when a test vehicle is positioned for a head lamp aim test.

3.5 Maintenance of Roller Brake Testers (RBTs)

- 3.5.1 Periodically:
 - a. Check the RBT test programme.
 - b. Check that the printer, keyboard or keypad and monitor are working correctly.
 - c. Check condition of RBT rollers to ensure that they are within the manufacturers' acceptable wear or friction limits. If steel mesh or the steel base of the roller becomes visible, rectification should be undertaken in accordance with the manufacturers' requirements.
 - d. Check load and brake force sensing capability (strain gauge) for correct operation.
 - e. Check the shafts and end plates of the RBT rollers (connection to roller bearing) to ensure cracks are not present. This is a load bearing part of the rollers and must be checked during preventive maintenance.
 - f. In general, the RBT must be maintained to the required standard and must be safe and suitable for Examinations the category of vehicles that it has been designed for.

3.6 Calibration of Roller Brake Testers (RBTs)

- 3.6.1 The RBT must be calibrated every 6 months, with each calibration occurring no later than 6 months from the previous calibration date, to ensure accurate measurement of brake force and axle weight. It is generally advisable to carry out planned maintenance and calibration work in conjunction, especially as the two jobs are closely related. The equipment will need to be properly maintained for calibration to be possible. On the other hand, preventive maintenance work involving certain parts of the RBT like load sensors, rollers, drive mechanism, and transmission would normally necessitate recalibration of the equipment.
- 3.6.2 The calibration accuracy must remain within +/- 3kgf up to 100kgf and 3% above 100kgf throughout the calibration validity period.

4.0 MAINTENANCE OF BRAKE PRESSOMETER

4.0.1 Periodically

- a. Check condition of pressometer paying particular attention to cable and connection conditions. Any damage or wear identified should be rectified.

4.1 Calibration of Pressometer

- 4.1.1 The pressometer must be calibrated annually, with each calibration occurring no later than 12 months from the previous calibration date, to ensure accurate measurement of brake force.

4.2 Maintenance of Vehicle Weighing Equipment

4.2.1 Periodically

- a. Check general condition of weighing equipment
- b. Check display is clear of damage and reading are visible.
- c. If rechargeable ensure cables and connections are free from damage/wear.
- d. In general, the weighing equipment must be maintained to the required standard and must be safe and suitable for Examinations the category of vehicles that it has been designed for.

4.3 Calibration of Vehicle Weighing equipment

- 4.3.1 Vehicle weighing equipment must be calibrated annually, with each calibration occurring no later than 12 months from the previous calibration date, to ensure accurate measurement of vehicle weights.

4.4 Calibration Certificates for all Statutory Examinations Equipment

- 4.4.1 Calibration certificates must be fully compliant with ISO17025.