

MOT SPECIAL NOTICE

Issue Number

7 - 2009

Issue Date

September 2009

All Authorised Examiners and Designated Councils in Classes

All Classes

The last Special Notice issued was

6 - 2009 All Classes

Is it mandatory to print this Special Notice?	Printed Copy Not Required
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Item	Page	Subject	Relevant to
1	1	Retests	AEs & NTs all Classes
2	1	Dormant VTSs	AEs all Classes
3	2	Maximum Number of Test Slots Held	AEs all Classes
4	2	Amendments to MOT Testing Guide	AEs & NTs all Classes
5	2	VTS Device Login Changes	AEs & NTs all Classes
Annex A		MOT Testing Guide Updates	AEs & NTs all Classes

Item 1: Retests

VOSA is aware that there has been some confusion over the level of inspection which must be carried out if a vehicle fails its test and needs to be retested, in particular when and how to use the Pass After Rectification at Station (PRS) facility.

The MOT Testing Guide Section B5 has been updated to give a clearer description of the procedures to be adopted when carrying out a retest. In addition, flow diagrams have been included to provide quick reference guides and support the descriptions. The criteria governing the type of retest inspection applied or fee that may be charged have **not** been changed and a VT20 must not be issued before a vehicle satisfies all the test requirements.

The updated pages will be available to view on the VTS Device or on-line from the end of September 2009.

Item 2: Dormant VTSs

AEs are reminded that VTSs must be maintained as operational concerns; there may however be occasions when a VTS is unable to offer a testing service e.g. difficulty in employing an NT. Where this is the case and no tests have been conducted for a consecutive period of three months the local Area Office must be notified detailing the reason and any corrective action being taken.

Where a site has not conducted a test for a period of 12 consecutive months VOSA will take this as notification of the AE's wish to voluntarily surrender approval at that site. VOSA will then write to the AE confirming the arrangements for the cessation of the site. This will not be considered as a disciplinary cessation and therefore the AE can re-apply at any time.

Item 3: Maximum Number of Test Slots Held

When an order for test slots is accepted an accompanying documentation pack will automatically be sent out. VOSA maintain a controlled stock of these documents to meet demand and also to allow for document updates to be introduced in a timely manner.

We are aware that there are some AEs holding a large number of test slots, and therefore documentation, which they could not be expected to use within a reasonable time given their current test throughput. As a result of this there is therefore a danger that the public will receive documents which contain incorrect or out of date information.

From receipt of this SN AEs should no longer hold more test slots than;

- they would normally expect to use in a three month period (based on the Average Number of Tests per Day from the Scheme Performance Report), or
- 200, which ever is the greater.

AEs currently holding more test slots than required for a site must not place any further orders until their current level has reduced below this threshold.

Item 4: Amendments to MOT Testing Guide

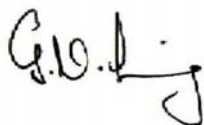
The MOT Testing Guide has been updated to include the items contained within this SN, along with further minor amendments. Annex A contains a list of updated sections.

The new pages will be available to view on the VTS Device or on-line from the end of September 2009.

Hard copy updates will be produced and despatched at the next release in April 2010.

Item 5: VTS Device Login Changes

From the end of September there will be an improvement to the way the VTS Device handles smart card synchronisation. The Login screen will no longer have the Synchronise Smart Card option. If you have asked for your password to be reset by the Service Desk, simply login using the temporary password given to you and the VTS device will automatically go to the Change Password screen. The only time you will need to synchronise your smart card yourself is where your roles have been changed. To do this use the menu "Other Functions => Administration => Synchronise My Smart Card". There may also be some unusual conditions in which the Service Desk will ask you to synchronise your smart card.



Neil Cumming

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All Nominated Testers must acknowledge via the VTS Device that they have read and understood the contents of this Special Notice.

Annex A MOT Testing Guide September 09 Updates.

Below are the Sections that have been updated

Section
A - Introduction
B - Authorised Examiners
H - Documentation
L - Fees
App. 8.3 - Incorrect Test Methods