

How To Use This Manual

1. The Manual

This Manual is written on the assumption that the inspection will be carried out by a qualified NT, with an assistant working under their direction.

It should be read in conjunction with all current Class III, IV & VII SNs which may contain guidance on or updates to this Manual.

2. Page Layout;

a) Information Columns

These contain important details a NT needs to know.

b) Method of Inspection Columns

These detail:

- The way in which the inspection of items on the vehicle must be carried out, and
- The equipment to be used.

The MOT test must be carried out without any dismantling, so it is not always practicable to inspect testable items completely.

Bonnets, engine covers, luggage compartments, access flaps and passenger compartment doors must be opened where this is necessary to inspect testable items which cannot otherwise be seen.

If, because a bonnet, door etc., cannot be opened or has been significantly reduced in size, you cannot gain access to a testable item, which was originally accessible **only** through a bonnet, door etc., you must refuse to carry out the test or fail the vehicle (see Item 2 of the Introduction).

c) Reasons for Rejection Columns

These list the defects which result in a vehicle failing the MOT test.

d) Notes

When carrying out each inspection, the NT should pay particular attention to the 'Notes' since they give valuable guidance on the conduct of the test and the scope of the various inspections.

3. Vehicle 'first used' dates - application of test criteria

A vehicle's 'first used' date is;

- a. Its date of manufacture, if the vehicle was originally used without being registered in GB (e.g., an imported vehicle or ex-HM Forces vehicle), or
- b. Vehicles having a Q plate registration when presented for MOT are to be treated as follows: **For emission purposes only**, all these types are to be considered as vehicles first used before **1st August 1975**. **For all other testing purposes** they are to be considered as being first used on **1st January 1971**, or
- c. In any other case, the earlier of either
 - Its date of first registration, or
 - The date six months after it was manufactured.

Examples of 'first used' dates

- i. The requirements for rear seat belts apply to vehicles first used after 31 March 1987, but vehicles manufactured at least 6 months previously (i.e. before October 1986) do not require rear seat belts.
- ii. The exhaust emission test for a vehicle first used before August 1975 is a visual check only. Vehicles first used on or after 1st August 1975 are also subject to only a visual check if they were manufactured before February 1975 (i.e. 6 months or more before August 1975).

How To Use This Manual

4. Assessment of Component Wear and Deterioration

Because it is not practicable to lay down limits of wear and tolerances for all types of components on different models of vehicle, a NT is expected to use experience and judgement in assessing the condition of a component. The main criteria to be used when making such assessments are;

- i. whether the component has reached the stage where it is obviously likely to affect adversely the roadworthiness of the vehicle;
- ii. whether the condition of the component has clearly reached the stage when replacement, repair or adjustment is necessary.

5. Use of Equipment

The statutory test must be conducted using **only** equipment designated as acceptable for the test, and the designated equipment must always be used for the test.

In the event of failure of any item of designated equipment the local VI office must be notified and testing must cease immediately. Where the failure is to a roller brake tester, testing may continue using a calibrated decelerometer for 2 working days, but **only** for vehicles previously booked in before the breakdown occurred.

6. Use of an Assistant

Some parts of the inspection require the use of an assistant to conduct an adequate examination of a component or system, for example some steering checks.

7. Disabled Drivers Controls

A defective disabled driver's control or fitment that is a testable item justifies failure in the normal way.

The defect description must include an explanation of the control type or fitment and it's clear function so that it is clear it only applies to disabled driver's equipment.

If the disabled driver's controls or fitments are **additional** to and do not adversely affect the normal vehicle equipment, they are **not** testable items. Any defective additional control or fitment found during the test should be reported to the vehicle presenter.

8. Amendments and Additions

Changes to the Inspection Manual will be marked by the use of a vertical line located to the immediate left beside the change in the same column. This will help to highlight any amendments and additions when using the Manual. The vertical line will always show the **latest** changes to the manual.

9. Special Notices (SNs) and Manual Replacement Pages

SNs and replacement pages containing amendments or additions to the Manual must be retained and acted upon. (SNs must be filed in the back of the MOT Testing Guide. It may also be wise to copy appropriate items into the Manual).

Replacement pages must be inserted in the Manual and superseded pages removed.

All Manual amendments must be signed off using the table in Appendix A.