

# Abbreviations and Definitions

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**AE** Authorised Examiner - the organisation that operates and manages one or more VTSs and is responsible for controlling the quality of testing carried out. Except in the case of a 'sole trader' the AE is not a person but a legal entity (e.g. a company or partnership)

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**Bodied vehicles** A bodied vehicle is defined as 'a vehicle with a structure consisting/comprising of a floor pan and panels which, with a roof fully encloses the vehicle occupants and without a roof encloses them other than where the roof would be'

As a guide, if the driver sits in the vehicle with surrounding structure it would be classed as bodied.

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**DGW** Design Gross Weight - i.e. the maximum gross weight that the vehicle was designed to operate at within the UK. This is normally found on a plate fixed to the vehicle by the manufacturer or in the case of older or heavier vehicles by a 'Ministry Plate'. Such plates are not required on all vehicles

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**Immediately** Means as soon as is reasonably practical and certainly within 24 hours

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**NT** Nominated Tester - a person 'nominated' by an AE to carry out tests and who is also acceptable to VI and entered on the list of nominated testers (VT 26)

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**QC** Quality Control

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**Replacement manual pages** Replacement pages are normally sent out under an SN. They must be inserted into the manual immediately. Superseded pages should be removed and Manual Appendix A completed

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**SN** Special Notice - an official notice issued from time to time by VI to inform AEs and NTs of changes to the testing scheme. They may also be used to highlight areas of concern and to keep AEs and NTs in touch with developments of the scheme and should be filed in the back of the MOT Testing Guide and the manual should be noted when appropriate

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**Unladen weight** The weight of a vehicle inclusive of the body and all parts which are ordinarily used with the vehicle when working on a road. Unladen weight does not include the weight of water or fuel used for the propulsion of the vehicle, or of loose tools and loose equipment

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**VOSA** Vehicle and Operator Services Agency

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**VTS** Vehicle Test Station

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**VT20/VT20W** An MOT Test certificate and its Welsh Counterpart

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**VT30** A notification of refusal to issue a Test Certificate

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**Working days** Working days exclude Saturdays, Sundays and public holidays