

Vehicle & Operator Services Agency Operations Manual

08.06.09	Section 3 Vehicle Testing Scheme
	Operating Instructions
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10.0 Event Recording

The Event Recording functionality in MOT Computerisation is used by Area Offices to record:

- Disciplinary events that occur against a person (NT) or an AE within the MOT Scheme (see [10.1](#))
- Memo Events (see [10.2](#))

In addition to the above Events, there are also MOT Computerisation-generated Events which include training dates and results, demonstration tests etc (see [10.6](#) - MOT Computerisation Generated Events).

10.1 Disciplinary events against a person (NT) or an AE.

An event must be recorded on MOT Computerisation each time one of the following disciplinary letters is issued:

- a Formal Warning letter
- a Formal Warning review decision (AM/SVE or MOT Appeals)
- a Notice of Cessation of Authorisation
- a Notice of Cessation of Approval
- appeal decision against Cessation of Authorisation
- appeal decision against Cessation of Approval

See paragraph [10.3](#) for more details.

10.2 Memo Events

This is a dual purpose Event type and can be used:

- To note incorrectly entered data which cannot be amended or deleted, or
- To create electronic 'file notes' e.g. brief details of telephone conversations or other relevant information about an AE or Person.

Note: The Event functionality should **not** be used to record the occurrence of the following activities as they are captured separately in other areas of MOT Computerisation functionality:

- Site Assessment (MOTSA);
- Directed Site Visit (MOTDSV);
- Targeted Re-inspection (MOT55);
- MOT Compliance Survey (MOTMCS);
- Appeal against VT30 issue (MOT19);
- Appeal against VT20 issue (MOT19i);
- Mystery Shopper (MOTMS);
- Ongoing Special Investigation (MOTSI);
- Final MOTVT7.

Note: Only if an activity results in a formal disciplinary sanction should an Event be recorded. See below for more details.

10.3 Event Details

Each of the above events requires an Event type, outcome, date and a description to be keyed-in (refer to VOSA User Guide R2 - [Record or Update AE Event](#) and VOSA User Guide R3 - [Record](#)

[or Update Person Event](#)). Do not enter any other information into the description box except that which is detailed in the Appendices below.

The same process is followed to record, update/modify or delete an Event against either a person or an AE. Use the AE number or the User ID number of the person in order to select the correct record.

Not all of the data entry fields are denoted as mandatory for all types of Event, but where the instructions require these fields to be populated the relevant data must be entered.

Appendices 4.1 to 4.3 provide full details about what should be recorded in each field for each type of Event:

- Appendix 4.1 - [Recording AE Disciplinary Events](#)
- Appendix 4.2 - [Recording Person Disciplinary Events](#)
- Appendix 4.3 - [Recording AE and Person Memo Events](#)

10.4 Viewing Event Details

Events recorded against an individual can be seen using the dedicated function 'View Person Events' whereas AE events are shown under a dedicated 'Events' sub enquiry button at the bottom of the 'View AE details' screen.

10.5 Deleting an Event

Deletion of an Event should only be done where the Event has been entered completely incorrectly.

Use the AE number or the User ID number of the person in order to select the correct record.

- Where an Appeal is upheld; the Cessation Notice Event must NOT be deleted.

10.6 System Generated Events

Where an Event has been generated e.g. by an AE/NT inputting conviction details via a VTS Device, it must be deleted once the AM/SVE decides that it does not impact on the MOT Scheme. Other MOT Computerisation generated Events record Quality Control checks, training dates etc and cannot be deleted.