

**APPROVED TACHOGRAPH CENTRE SPECIAL NOTICE**  
**SN 5-2009**  
**Issued December 2009**

Designated Managers (DMs) must read and understand the content of this Special Notice (SN) and sign to that effect in the box below.

DMs must also ensure all Nominated Technicians (NTs) are issued with this Special Notice, read and understand its contents and sign to confirm they have read and understood its contents.

DMs are required to keep the signed Special Notices in the rear of the Approved Tachograph Centre Manual which should always be available for reference.

All NTs must sign in the boxes below to confirm that they have read and understood the contents of this Special Notice.

These Special Notices may be requested by VOSA staff for inspection during routine visits.

DM	NT	NT	NT
NT	NT	NT	NT
NT	NT	NT	NT

.....

To all Designated Managers and Nominated Technicians in Analogue and Digital approved centres.

The last Special Notice was: 4-2009

**CONTENTS OF SPECIAL NOTICE**

Item	Page	Subject	Relevant to
1	2	<b>Tachograph Calibration Fees Consultation</b>	DM

Dear Tachograph Centre Manager

1. I am writing to you on behalf of the Vehicle and Operator Services Agency (VOSA). I invite your comments on proposals to change the Fees Chargeable by Tachograph Centres for the Calibration and Periodic Inspection of analogue and digital tachographs.

The purpose of this consultation letter is to seek the views of all stakeholders on the proposed changes to the fees charged by Approved Tachograph Centres for the fitment, calibration and periodic inspection of tachograph systems.

2. Three options are being considered:

**Option 1:** De-regulation of the fees charged by the Approved Tachograph Centres. This is the preferred option to be adopted.

**Option 2:** Increase the Maximum Allowable Fees to align with the time taken to perform the work and the equivalent cost of similar commercial work.

**Option 3:** Grouping certain categories of calibration and periodic inspection work together in order to simplify the fee structure and increase the Maximum Allowable Fees to align with the time taken to perform the work and the equivalent cost of similar commercial work.

3. The consultation will run from 7<sup>th</sup> December 2009 until 26<sup>th</sup> February 2010.

4. To reduce costs, hard copies of this letter and the full consultation document have not been attached. The consultation document is available on-line at <http://www.dft.gov.uk/vosa/publications/consultationsandresearch/consultationpapers/consultationpapers.htm>

If you require paper copies please E-mail me at the address below or phone VOSA's Corporate Office.

Yours Sincerely

Chris Dormand

[Tachographcalibrationfees2009@vosa.gov.uk](mailto:Tachographcalibrationfees2009@vosa.gov.uk)

Chris Dormand

Tachograph and Road Speed Limiter Schemes Manager