

## APPROVED TACHOGRAPH CENTRE SPECIAL NOTICE SN 1 - 2011

Issued March 2011

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

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

The last Special Notice was: 4 - 2010

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### **ITEM 1: UNANNOUNCED VISITS**

Please note that from April 2011 all quality assurance visits undertaken by VOSA examiners will be unannounced. Prearranged appointments will no longer be made.

### **ITEM 2 : SOFTWARE UPDATE FOR UTP10 PROGRAMMER**

The UTP 10 programmer as provided by Time Instruments has had software version 5.22 accepted. For information on this update please contact Time Instruments on 01908 449 200.

### **ITEM 3: CONFIRMATION OF THE REQUIREMENTS FOR THE ASSESSMENT TO EXTEND A CERTIFICATE OF COMPETENCE**

The assessment to extend a certificate of competence **must** include the following:-

- Update on recent changes to UK legislation relating to Tachograph Workshops and EU legislation relating to Tachographs. (i.e. Recording Equipment Legislation) (To be given to the technicians in writing as evidence that they have been retrained with appropriate legislative updates)
- Technical updates on new equipment and software. To also include updates to the ATCM and in particular the Special
- Notices.(to be given to the technicians in writing as evidence that they have been retrained with appropriate technical updates)
- A practical assessment of the ability to undertake an accurate calibration.
- Formal written Examination with an 80% minimum pass mark

#### **ITEM 4: SENDER PLASTIC SHROUD SEALS**

Centres are reminded that the plastic shroud type seals fitted by some manufacturers to seal senders to gearboxes are to be replaced with a wire and lead seal showing the tachograph centre's sealing number whenever a calibration/inspection is undertaken to the tachograph system. Failure to comply with this requirement may lead to enforcement action being taken against the Centre.

#### **ITEM5: MANDATORY NOTIFIABLE CHANGES**

VOSA (tachosection@vosa.gov.uk ) **must** be notified when a Tachograph Centre has changed its Designated Manager or QC person as updated documentation is required to be issued. Failure to comply with this requirement may lead to enforcement action being taken against the Centre.

#### **ITEM6: QUALITY CONTROL**

Designated Managers are reminded that where a Centre only employs one trained technician and has no other suitable person employed at the Centre to be the nominated Quality Controller, must make arrangements for a suitable external Quality Controller to carry out the checks. Failure to comply with this requirement may lead to enforcement action being taken against the Centre.

Issued by

**Clive Taylor**

Tachograph Calibration Scheme

On behalf of

**Chris Dormand**

Tachograph and Road Speed Limiter Schemes Manager