

Vehicle & Operator Services Agency Operations Manual

17/06/08	Section 3 Vehicle Testing Scheme
	Operating Instructions
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0.1 Overview

These instructions are intended to explain VOSA's business processes in the administration of The MOT Scheme. Although they can be used in hard copy format, the use of reference links between sections, to appendices, standard letters, forms and Computerisation user guides makes such cross referencing far easier when the instructions are referred to on-line. It is consequently not VOSA's intention to facilitate the retention and maintenance of hard copy versions by means of version control.

Significant changes to any instruction or information will be accompanied by the issue of a Temporary Instruction (TI) summarising the change and providing a reference link to the relevant section or sub-section. The date on the left in the section or appendix heading will indicate the date of posting the update. Minor amendments or corrections to text will not result in a TI but will result in a revised issue date.

The purpose of the Operating Instructions is to ensure that staff know how to do their job. It provides them with instructions on the procedures that they need to follow when carrying out their duties. It is the guidance against which VOSA's actions will be considered in any situation where it is alleged that a failure to

follow procedures has led to injustice against a member of the public, AE or NT. VOSA has to be seen to be fair and transparent in its dealings with the public; following these OI's is essential.

Failure to follow published procedures can also result in prosecutions being overturned, cessation of approval or authorisation being reinstated on appeal and put VOSA and it's staff in conflict with the Data Protection Act. It is vital that staff are aware of and follow the correct procedures.

0.2 **Legislation**

The Road Traffic Act 1988 forms the primary legislation for the Vehicle Testing Scheme. Sections 45 to 48 provides for the statutory testing of vehicles (other than heavy goods vehicles), the approval of "Authorised Examiners", appeal against refusal of test certificate, conditions to be complied with by Authorised Examiners and the Designated Councils.

The Motor Vehicles (Tests) Regulations 1981 as amended is the secondary legislation and lays down the detailed conditions to be complied with by Authorised Examiners and Designated Councils including the termination of such authorisations, test fees, appeals and documentation.

The Data Protection Act and Freedom of Information Act impacts on the way in which VOSA staff handle data and respond to requests for the release of information. Area Office staff should not release any information to individuals or sources outside of VOSA, unless the data is deemed to be in the 'public domain'. For guidance regarding the handling and security of all data, staff must refer to section 6.15 – [Access to Computer Records](#).

0.3 **Health & Safety**

VOSA's Health and Safety policy is published on [VOSAnet](#).

Vehicle Examiners and others who visit VTSs must familiarise themselves with VOSA's policy and comply with all the health and safety aspects of this particular work activity as recorded in the model [MOT Work Risk Assessment](#).

They should also familiarise themselves – and, where necessary, comply with the following further guidance, which is particularly relevant when working away from VOSA offices.

- [Working Alone Risk Assessment](#)
- Staff Handbook Annex H5- [Violence against Staff](#)
- Staff Handbook Annex H10 - [Driving on VOSA Business](#)

- Staff Handbook Annex H4 - [First Aid](#)
- Staff Handbook Annex H3 - [Accidents Reporting and Recording Arrangements](#)