

## Vehicle & Operator Services Agency Operations Manual

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**23.05.08**    **Section 3 Vehicle Testing Scheme**

**Operating Instructions**

**2 – Authorised Examiners**

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**2.**    **Authorised Examiners - Overview**

An Authorised Examiner is the business entity 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 a partnership).

Refer to section 6.6 – [Authorised Examiner Records](#) for details of records of AEs on MOT Computerisation.

## 2.1 AE Types

The following are the different types of AE entities that are authorised within the MOT Scheme:

- SOLE TRADER – an individual who owns the business.
- PARTNERSHIP – Two or more people who have formed a partnership. The partnership is the AE.
- COMPANY – this is usually comprised of a board of directors. The company is the AE. When recording this information within MOT Computerisation a Royal Mail workshop will also be specified as a company (see [2.10](#)).
- PUBLIC BODY – within MOT Computerisation a Designated Council, Crown Station or Police restricted VTS will be specified as a public body (see [2.7](#) and [2.9](#))

Refer to section 4 – [Authorisation Process](#) for all applications received from any of the parties shown in this section.

## 2.2 AE Number

This is a unique identification number generated by MOT Computerisation and issued to each AE record.

When changes occur to an Authorised entity e.g. when a Sole Trader decides to form a partnership, a new Authorisation record must be set up and a new AE number will be generated to identify the new record.

Where there is a level of continuity between an old and new Authorisation an application may be treated slightly differently to that of a completely different entity.

Refer to [Appendix 5.5](#) – Changes to an AE with Continuity for further details and advice of how each possible variation to an AE should be handled.

## 2.3 AE Name

This is the name of the sole trader, names of those in the partnership or the business name of a company:

- Sole Trader > Anne Other
- Partnership > Anne Other and Ann Other
- Company > Ann Other Garage Ltd

## 2.4 Trading As Name

This is the name by which a sole trader or other business entity may operate their business under, and may be different to the trading name of the site.

## 2.5 Multi-Site AEs

A Multi-site AE is an AE with responsibility for more than one VTS.

Each current multi-site AE is identified to a Lead Area Office within MOT Computerisation.

Where the AE has VTSs across more than one Enforcement Area, the Lead Area Office must ensure that standard letter [SL1-065](#) Multi-Site Authorised Examiner Framework Agreement has been signed and is in place with each Multi-site Authorisation for which they are responsible. This clearly sets out the Lead Area responsibilities and what is to be dealt with locally. The agreement is between the Lead Area Manager and the AEDM within the Authorisation. Refer to section 4.3.2 - [Applications Received from MSAEs](#), section 4.21.2 – [Changes to MSAE Details](#), section 7.1 – [Disciplinary Action](#) or section 14.8 – [MOT Files](#).

## Parent and Subsidiary Companies

A parent or holding company is one which owns a subsidiary company or companies that trade at VTSs as companies in their own rights, each having their own company number. The applicant must decide whether to be Authorised in the holding company name, but the applicant must produce evidence to demonstrate the inter company relationship.

## 2.6

With the exception of the Sole Use requirements the relevant Requirements for Authorisation must be met by the relevant applicant company. Where Authorisation is granted to a parent company they will also be held responsible for current or future corporate convictions of the subsidiary company trading on site, and supplementary questions may need to be asked at the application stage.

## 2.7 Designated Councils

MOT testing may also be carried out by Designated Councils. A Designated Council is the Council of a County, of a District or of a London Borough, or (in Scotland) a Unitary Authority or Island

Council of a region or of an Islands Area, or The City of London.

The legal position of DCs, and that of the DCIs, who carry out tests, differs from that of AEs and NTs. However, for most practical purposes Designated Councils and their DCIs are treated as if they were AEs and NTs. In particular, they are required to have an appropriate person attend the MOT Managers' Course in the same circumstances as for AEs.

Council owned companies and providers of contract maintenance to councils, who wish to operate testing stations that had previously been directly operated by councils, cannot continue to do so as Designated Councils but must apply to become AEs in their own right. Testing as a Designated Council must stop as soon as control is transferred. Refer to section 4.24 – [Authorisation Process](#).

## **2.8 Crown Stations**

Certain Government Departments are allowed to carry out tests on the Crown vehicles that they maintain. They are subject to the majority of Requirements for premises, equipment, staff and inspections that apply to any testing station. Refer to section 4.25 – [Authorisation Process](#).

## **2.9 Police VTS**

Occasionally, a Police workshop requests to be Authorised to issue test documentation as a VTS and fall within the normal Requirements for a VTS. In these circumstances the Police workshop must meet the normal Requirements for Authorisation and have records set up within MOT Computerisation. If the workshop requests any special conditions, for example: restricted testing, advice should first be sought from RTPG. Refer to section 4.26 – [Authorisation Process](#).

## **2.10 Royal Mail**

Prior to the privatisation of the Post Office, these workshops were subject to the same regulations as Crown Stations. It was accepted that when the Post Office changed its status, this allowance should continue for Royal Mail and its successors. Refer to section 4.27 – [Authorisation Process](#).

## **2.11 Approved Police Workshops**

This is a workshop that is approved by VOSA to permit Police vehicles to gain exemption from being MOT tested under regulation 6 (1) (xiv) of MVTR.

A Police Workshop that is approved for the purpose of the exemption is not a VTS and the Police Force is not an AE. An MOT is not carried out by the examiners, and certificates are not issued by the workshop.

Police workshops approved for exemption are not entered onto MOT Computerisation.

Upon receipt of a request to Approve a Police Workshop; send an email detailing the force name, address, postcode and telephone number of the Police Workshop to RTPG. The information will be entered onto the special notice mailing list and a reference number for filing purposes will be returned to you.

The conditions that a Police workshop must meet in order to be approved by VOSA for the purpose of exemption are set out in section 18 – Approved Police Workshops. When the AM/SVE is satisfied that the workshop meets the requirements and can be approved confirmation must be sent in writing using standard letter [1-009](#).

