

23/05/08	Section 3 Vehicle Testing Scheme Operating Instructions 3 – AEDMs
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3 Authorised Examiner Designated Managers - Overview

Since April 1st 1995 it has been compulsory for a member of a new AE entity to attend the current MOT Managers' Course before Authorisation is granted to conduct MOT Tests. This person becomes a TP ('trained person', a non active role) and should be appointed the AEDM (a TP may not be an AEDM but a post 3/95 AEDM must be a TP).

AEs that were Authorised prior to this date are exempt from this requirement. However, should a change take place where the AE entity requires Authorising with a new AE number being issued,

they must comply with the requirement.

With two exceptions, the training is valid indefinitely. The exceptions are:

- When an AE has been withdrawn for disciplinary reasons, the AEDM for that AE will be required to attend a further course before again being acceptable as a trained person. In such cases retraining will normally be permitted only when the withdrawn AE would be eligible for re-Authorisation.
- When an AE is given a Formal Warning under VOSA's disciplinary procedures, the AEDM for that AE may be required to attend an MOT Managers' Course within 35 working days of the date that the AE is notified of the disciplinary action.

3.1 Eligibility for AEDM

The AE will nominate the person to take the Roles of TP and AEDM for their Authorisation. Only one AEDM is required within an AEsip.

An AEDM is typically an AEP within the Authorisation but must be one of the following:

- In the case of a Sole Trader AE the person will be the named Sole Trader.
- In the case of a Partnership AE one of the Partners must attend the course. This should be the partner that has the most control over the testing operation.
- In the case of a Company AE this will be a Director or Senior Manager who has direct responsibility for testing operations at all VTSS. Larger organisations often have more than one person responsible for testing and having attended the MOT Managers' Course (TPs), however only one person per company is required to be nominated as the AEDM.
- In the case of a Designated Council this will be a senior council officer who has direct responsibility for testing operations.

3.2 Allocation of Role

Although an AEP must nominate the AEDM if a partner or officer of a company, only VOSA can allocate the role to a user or appoint an existing role holder to an AE.

Existing User

Where the person is already in possession of a Smart Card the Role should be allocated (Refer to VOSA User Guide O3 -

[Update Person Details](#)).

New User

Create the person record (Refer to VOSA User Guide O2 - [Add New User](#)) and appoint to AEDM only Role at this stage, linking it to the AE record. This will initiate the issue of a personalised Smart Card application form from Siemens to their home address. Return of this self certified form to Siemens will result in the separate issue of a Smart Card and password, again to the home address.

3.3 MOT Managers' Training Course

If a nominated person is not already shown as a TP or cannot produce a VOSA TS certificate to show they have completed the AE Trained Person or MOT Managers' Course they must be sent a VT79 - [Application for MOT Managers Course](#). This must be completed and forwarded to VOSA TS.

TS will check the AE record to ensure that a new AE application record has at least been granted AIP, and will allocate the candidate the earliest suitable booking. Where an AE record is not APPROVED and has not been granted AIP; VOSA TS will not make the booking.

If the AE is a new business entity to the MOT Scheme, APPROVED status cannot be granted prior to the person's successful completion of the training course and the AO can wait for TS to send them the training papers (see below).

3.3.1 Existing Users

Note: The person's Smart Card will already be 'active' for another Role, so manual checks, via the telephone or e-mail with VOSA TS, must be made to ensure the person's attendance at the MOT Manager's Course especially where the AE is already APPROVED.

3.3.2 New Users

The person must take their smart Card with them to the course. The trainer will activate their Smart Card for use at the beginning of the course.

3.3.3. Receiving Training Papers from VOSA TS

When the training papers are received back from VOSA TS, check the person record and that the Role is allocated. View the Person Events and Course Application Details to ensure that the

MOT Managers' Training Course appears against the person record, and that a pass result has been entered. If satisfactory appoint the TP role to the user.

If the course is not listed complete the Request For Update To MOT Computerisation at VOSA TS form (refer to Appendix 2.8 - [Form for Amendments by VOSA TS](#)), take a copy of the form and the training papers. Return the original training papers to VOSA TS with the form attached firmly to the front.

3.4 **Timing of Training**

Training must be completed before a new Authorisation can be granted. Ideally training should take place in the month before the Authorisation is expected to be granted.

Where an existing Authorisation requires a new AEDM to be nominated, the proposed AEDM must have been trained within 35 working days of the change, or date of Authorisation. Failure to complete the necessary training within the specified period may result in suspension or withdrawal of testing. Track this period of grace by completing the Conditionally Active field on the AE-VTS Link (Refer to VOSA User Guide M2 - [Update AE to VTS Link Details](#)). If the date is reached and the person has not attended the MOT Managers' Course update the status of the AE-VTS Link to SUSPENDED to prevent further testing (Refer to VOSA User Guide M3 - [Suspend or Reactivate AE to VTS Link](#)). Once the person attends the course the status may be reset to ACTIVE to allow testing to recommence.

3.5 **Receiving Notification of Change of AEDM**

Changes of AEDM must be notified in writing to the local Area Office.

On receipt of notification send a VT01 - [Application for MOT Authorisation \(Part A - C\)](#) and a VT79 - [Application for MOT Managers Course](#) form to the AE. Instruct them to complete Section A5 of the VT01, and the VT79 if the person has not previously attended the MOT Managers' Course. The VT01 and the VT79 must be returned to the Area Office.

Check for an existing person record against the details provided and if a record does not exist create one. Once created assign the AEDM Role and send the VT79 to VOSA TS.

Where the change of AEDM also impacts on the AE's Authorised details see [3.6](#) Trained AEDM Leaves an AE, below.

Candidates who have never had a Smart Card will automatically

be sent a Smart Card application form, which must be completed and promptly returned, with a recent photograph, to Siemens.

File the completed Section A5 and the notification letter on the VTS file of a single-site AE, or the AE Master File held at the Lead Area Office for a multi-site AE.

3.6 Trained AEDM Leaves an AE

If a trained person ceases to perform the AEDM Role for an AE in which such a person is required there are three possibilities:

- If the AE is a **sole trader** the Authorisation automatically ceases when that individual is no longer in active control of the business. Testing must cease no later than the date on which the AE actually leaves, and may not restart until VOSA authorises a new AE.
- In the case of a **partnership**, in which the trained AEDM **must** be a partner, the trained person's departure means that the Authorisation automatically ceases. Testing must cease no later than the date on which the trained partner actually leaves, and may not restart until VOSA authorises a new AE.

Note: The departure of a partner from the business will mean that a new application for Authorisation will have to be made with a new trained partner or as a sole proprietor. Where none of the remaining partners (or any new partner) has been trained already, the new partnership or sole proprietorship may be granted Authorisation prior to undertaking training. Training must then be completed within 35 working days of the date of Authorisation of the new entity. Complete the Conditionally Active date field against the AE-VTS Link record in order to track the agreed period of grace (Refer to VOSA User Guide M2 - [Update AE to VTS Link Details](#)). This will enable the Area Office to track the agreed period of grace granted by the AM/SVE. Unless the AM/SVE has agreed to extend the period of grace, the Conditionally Active date field must be cleared when the date is reached. If the AEDM does not attend the training course within the specified period, the status of the AE-VTS Link may be updated to SUSPENDED (Refer to VOSA User Guide M3 - [Suspend or Reactivate AE to VTS Link](#)).

- A new manager must be notified to the VOSA local office to temporarily cover the position. If by the end of that period the new entity still does not have a trained person, testing must cease and may not restart until the appropriate person has been trained. This requirement applies even if, for administrative convenience, the same AE number is retained.
- If the AE is a **company**, the trained person's departure must be reported to VOSA immediately. Testing may continue provided that a replacement trained person is in post

within 35 working days of that departure and a new manager is notified to the VOSA local office to temporarily cover the position. Complete the Conditionally Active date field against the AE-VTS Link record in order to track the agreed period of grace. If by the end of that period the company does not have a director, officer of the company or senior manager who has attended an AEDM training course actually in post, testing must cease and may not restart until a trained person is in the appropriate post. Update the status of the AE-VTS Link to SUSPENDED.