

## Vehicle & Operator Services Agency Operations Manual

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<b>27.04.09</b>	<b>Section 3 Vehicle Testing Scheme</b>
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	<b>Operating Instructions</b>
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	<b>4 – Authorisation Process</b>
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### [4](#) **Authorisation Process – Overview**

#### [4.1](#) **Intention to Refuse to Authorise or Designate - Overview**

#### [4.2](#) **Application Enquiry Received**

#### [4.3](#) **Application Received**

##### [4.3.1](#) Service Standard

##### [4.3.2](#) Application Received from Multi-site AE

##### [4.3.3](#) Application Received from a Receiver (Sequestration in Scotland)

#### [4.4](#) **Check for Existing Records**

##### [4.4.1](#) AE Records

###### [4.4.1.1](#) Previous AEPs with a Disciplinary Record

##### [4.4.2](#) VTS Records

##### [4.4.3](#) People Records

#### [4.5](#) **Register Application on MOT Computerisation**

#### [4.6](#) **Appointing AE People**

##### [4.6.1](#) AE Principals

##### [4.6.2](#) AEDMs

#### [4.7](#) **Process Registered Application Request**

##### [4.7.1](#) Process AE Registered Request

##### [4.7.2](#) Process VTS Registered Request

##### [4.7.3](#) Process AE-VTS Link Request

#### [4.8](#) **Applications for Class 5L**

## 4.9 Applications for ATL & OPTL

### 4.1 Review of Application

0

#### 4.10. Review of AE

1

4.10.1. Signature on VT1

1

4.10.1. All Entities

2

4.10.1. Partnership

3

4.10.1. Limited Company

4

4.10.1. Character References

5

4.10.1. Financial Reference

6

4.10.1. Declaration of non Criminal Offending

7

4.10.1. Certificate of Training for AEDMs

8

4.10.1. Recording Review Outcome

9

4.10.1. Unacceptable Enclosures/References

10

#### 4.10. Review of VTS

2

4.10.2. Site Plan

1

4.10.2. Fully Dimensioned Drawing of Test Bay Layout

2

4.10.2. Planning Permission

3

4.10.2. Evidence of Sole (Exclusive) Use of Premises

4

4.10.2. Shared Facilities

5

4.10.2. Recording Review Outcome

6

4.10.2. Unacceptable Plans/Enclosures

7

### 4.1 Preliminary VT7 Approval Visits

1

4.11. Initial AIP Visit

1

4.11. Change of Ownership Visits

2

- [4.11.](#) Pre-VTS Device installation Visits
  - [3](#)
    - [4.11.3.](#) Equipment
      - [1](#)
    - [4.11.3.](#) OPT Equipment
      - [2](#)
    - [4.11.3.](#) Siemens' Pre-Installation Requirements
      - [3](#)
    - [4.11.3.](#) VTS Device Environment
      - [4](#)
    - [4.11.3.](#) Staff Training and Smart Cards
      - [5](#)
    - [4.11.3.](#) Business Hours
      - [6](#)
    - [4.11.3.](#) Business Names Act
      - [7](#)

[4.1](#) **Preliminary Visit Outcomes**  
[2](#)

- [4.12.](#) Recommend VTS is Approved
  - [1](#)
- [4.12.](#) Recommend Issue of Intent to Refuse
  - [2](#)
- [4.12.](#) Issue VT7 Shortcomings Letter
  - [3](#)

[4.1](#) **Ordering Documentation Pack**  
[3](#)

[4.1](#) **Amendments to Application Details**  
[4](#)

[4.1](#) **Approving and Updating AE and VTS Records**  
[5](#)

- [4.15.](#) Approving the AE Application Record
  - [1](#)
- [4.15.](#) Approving the VTS Application Record
  - [2](#)
- [4.15.](#) Making the AE-VTS Link record ACTIVE
  - [3](#)
- [4.15.](#) Entering Equipment Details
  - [4](#)
- [4.15.](#) Entering Business Hours
  - [5](#)
- [4.15.](#) Assigning VTS to MOT Enforcement Patch (MEP)
  - [6](#)

[4.1](#) **Ordering and Installation of the VTS Device**  
[6](#)

[4.1](#) **Starter Pack**  
[7](#)

[4.1](#) **Final VT7 Visit**  
[8](#)

- [4.18.](#) Equipment  
[1](#)
- [4.18.](#) Test Slots  
[2](#)
- [4.18.](#) Check AEDM/SM & NT Competency  
[3](#)
- [4.18.](#) Photographs  
[4](#)
- [4.18.](#) VT01 – Part D  
[5](#)
- [4.18.](#) Record Final VT7 Visit  
[6](#)

[4.1](#) **Confirming Authorisation**  
[9](#)

- [4.19.](#) Return of References  
[1](#)
- [4.19.](#) Class 5L Authorisation Documentation  
[2](#)
- [4.19.](#) OPT Authorisation Documentation  
[3](#)

[4.2](#) **Applications that do not Progress**  
[0](#)

[4.2](#) **Changes to Current Authorisations**  
[1](#)

- [4.21.](#) AE Details  
[1](#)
- [4.21.](#) Multi-Site AEs  
[2](#)
- [4.21.](#) VTS Details  
[3](#)
- [4.21.](#) Adding Class 5L  
[4](#)
- [4.21.](#) Changes to Other Test Classes  
[5](#)
- [4.21.](#) Approval for OPT  
[6](#)
- [4.21.](#) Change of Location (VTS)  
[7](#)

[4.2](#) **Seamless Transfer**

2

4.22. Requirements for a Seamless Transfer

1

4.22. Seamless Transfer Procedure

2

4.22.2. AEs' Conditions of Acceptance for Seamless Transfer

1

4.22.2. Restrictions following Seamless Transfer

2

4.22.2. Receipt of Seamless Transfer Agreement

3

4.22. Entering Transfer Details onto MOT Computerisation

3

4.22. Day of the Transfer

4

4.22. VTS Trading Name

5

4.22. Check for any Refund due to the Outgoing AE

6

4.22. Status of the Old AE

7

4.22. Seamless Transfer Reports

8

4.2 **Intent to Refuse Process**

3

4.23. Intent to Refuse to Authorise (AE Examples)

1

4.23. Intent to Refuse to Authorise (VTS Examples)

2

4.23. Confirmation of Refusal of Application

3

4.2 **Designated Councils**

4

4.2 **Crown Stations**

5

4.2 **Police (restricted) VTS**

6

4.2 **Royal Mail**

7

4.2 **Trusts and Charities**

8

4.

**Authorisation Process - Overview**

The authorisation process enables VOSA to vet applications from business entities, to join The MOT Scheme, on behalf of The Secretary of State. The procedures in this section also cover the authorisation of Public bodies, Designated Councils, Royal Mail and Police restricted VTS. Where there are differences, these are highlighted in the dedicated sub sections at the [end](#), otherwise the procedures are the same.

**Note:** This process does not cover the approval of Police Workshops for the purpose of gaining MOT exemption (refer to section 18 – Approved Police Workshops).

The Area Office is responsible for receiving and processing these applications, and for the administration and maintenance of these records within MOT Computerisation.

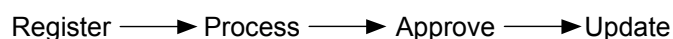
Whilst the AE and the VTS applications can be processed independently, crosschecks between them must be made before testing is Authorised at a specific VTS.

All VT01 applications submitted to the Area Office must be registered onto MOT Computerisation, **and** at the soonest possible moment (see [4.5](#)).

Certain conditions apply before ACTIVE status can be achieved against an AE-VTS Link and testing can commence at a VTS:

- An applicant Authorised Examiner must meet all Requirements for Authorisation and have a status of APPROVED.
- A VTS must meet all Requirements for Authorisation and have a status of APPROVED.
- The Authorised Examiner and VTS records must be linked on the computer and the AE-VTS Link record set to ACTIVE.
- Where a new AE is created they will be required to have a trained AEDM.

There are also clear steps to follow when setting-up the authorisation system records:



#### 4.1 Intention to Refuse to Authorise or Designate

The MVTR provides for an appeal facility where the 'Secretary of State (SoS) is minded' not to Approve, Authorise or Designate a person ('the applicant'). Refer to section 1.1 – [Appeal against the Intention to Refuse to Authorise or Designate](#).

Applicants are those applying for Authorisation as an AE or designation as a DC. The MVTR states that 'The Secretary of State shall give notice to the applicant of his intent to refuse an application.'

The policy and procedures are shown in detail at the end of this section at [4.23](#). Whenever an application is rejected as non viable or an applicant contests a 'next steps' decision in writing, this section must be referred to.

#### 4.2 Application Enquiry Received

On receipt of an application enquiry to become an AE/DC/VTS either:

- direct the caller to the Transport Office website (<http://www.transportoffice.gov.uk/crt/motgaragesandtesters/motgaragesandtesters.htm>) or
- make sufficient enquiries regarding the applicant's proposed test classes in order to send out the relevant parts of the Application Package available on the website. The leaflet entitled 'So You Want to Become an Authorised Examiner', the appropriate List of Acceptable Equipment and VT91 – [MOT Testing Guide and Inspection Manual Order form](#) should also be sent. The leaflet gives details of how to order the current edition of The MOT Testing Guide.

#### 4.3 Application Received

A VT01 may be received at an Area Office for any of the following reasons:

- New Authorised Examiner
- New Vehicle Testing Station
- New AE taking on a new VTS
- New AE taking on a LAPSED VTS
- New AE taking on an APPROVED VTS
- APPROVED AE taking on a new VTS

- APPROVED AE taking on a LAPSED VTS
- APPROVED AE taking on an APPROVED VTS (possibly seamless transfer)
- WITHDRAWN AE re-applying
- LAPSED or SURRENDERED AE re-applying
- Changes within the Authorised business entity (VOSA should be informed within 7 days of the change - see [4.21](#)).
- Changes at the Authorised premises (see [4.21.3](#))

Where the Area Office is notified of minor changes to Authorised records that do not require a new VT9 to be issued, refer to Section 6.6.2 - [Updating AE Records](#) and Section 6.7.2 - [Updating VTS Records](#).

Where an application is received from an existing AE and this reveals a change in the Authorised AE and/or VTS details see [4.21](#) – Changes to Current Authorisations for further instructions.

Where an application notifies VOSA of changes which have taken place more than 7 days prior to the VT01 being received, the AM/SVE should consider the application straightaway as disciplinary action may be appropriate.

Date-stamp the VT01 and establish whether the application contains sufficient basic information. The minimum details required for registering a VT01 application into MOT Computerisation are Name of Applicant, Address and Signature.

The signature must be that of the sole proprietor, the “duly authorised” partner in the case of a partnership or an officer shown on the Record of Appointments for a company. Partnerships and Companies may devolve this responsibility to a manager but again, that person must be “duly authorised” in writing by the partners or an “officer of the company”.

If the VT01 does not contain sufficient information to be registered or is incomplete, return it to the applicant with standard letter [SL1-002](#) stating the additional information required. Place a copy of the letter and brief application details into the VT01 Application Log File (refer to [Appendix 2.1](#)).

The enclosures will be checked in detail when processing the AE and/or VTS applications.

### [4.3.1](#)

#### **Service Standard**

VOSA has a published Service Level Agreement that states:

- We will provide a timely and effective system for processing

applications for authorisation

- A notification of appointment to make initial visit for proposed testing premises will be made within 5 working days from receipt of a fully completed and correct application. The actual visit to take place within 15 working days of that notification (see [4.11](#)).
- Where there is a requirement for a further visit, arrange to visit VTS within 10 working days when notification is given by the AE to request final authorisation (see [4.18](#))
- Ensure the VTS device is installed and activated within 5 working days of final authorisation visit (see [4.16](#))

These standards are repeated at the relevant points in the following sub sections.

#### **4.3.2 Application Received from Multi-Site AE**

Where the application is from a multi-site AE, determine which office is the Lead Area Office.

The Lead Area Office is usually determined by the location of the AE Registered Office address, however Multi-site AEs may request to be administered by an Area Office outside of the Registered Office address Enforcement Area. If an application is received where the Registered Office address falls outside of the Area Office's Enforcement Area, further enquiries should be made to determine if this is the case. Once identified, the application must be sent directly to the appropriate Lead Area Office.

Where an application is submitted for an additional site, the Lead Area Office will check that the AE details are as currently Authorised and forward the application to the appropriate Area Office in order for the VTS application to be processed. Once Authorisation at the new VTS has been granted a copy of the VT9 and letter of Authorisation must be passed to the Lead Area Office for inclusion in their AE Master file.

See [4.21.2](#) where the application concerns changes to AE or VTS details.

The flow charts in Appendices [5.3](#) and [5.4](#) will explain the process in greater detail.

#### **4.3.3 Application Received from a Receiver (Sequestration in Scotland)**

Under the Regulations a company's Authorisation is terminated if a receiver is appointed. VOSA tries in such circumstances to

Authorise the receiver as quickly as possible and may allow the VTS(s) to continue testing to minimise the impact on the business.

### **VT01**

The receivers must submit a VT01. It must show who is in control of the company on behalf of the receiver.

### **Enclosures**

A copy of the winding up order must be submitted with the VT01 to provide evidence of their appointment as the receiver. The repute of a receiver is assumed, therefore there is no requirement to provide character and financial references nor a declaration of conviction/non-conviction.

### **AE Number**

If the receiver is already known to MOT Computerisation as an AE, the existing AE number must be used to process this application. If the receiver does not have an AE number the application should be processed using the terminated AE's number and the receiver's details should be used to complete the Correspondence Address details within the AE record. The receiver may continue to test using the test slots remaining from the terminated Authorisation.

## **4.4 Check for Existing Records**

Carry out extensive searches within MOT Computerisation, against the name and address of all the individuals (AEPs and AEDM) detailed on the VT01, the AE entity and VTS address. Any records returned as possible matches must have their details checked carefully to establish the correct record is chosen.

For existing computer records establish their current status. Where any element of an application is already known within MOT Computerisation and the records reflect an appropriate status the original computer record should be used again.

The AM is not precluded from accepting an early application from a WITHDRAWN AE if he is satisfied that the AE's repute is restored and he meets all the other required conditions. Pass the application to the AM for decision. If the AM decides to decline the application notify the applicant using standard letter [1-035](#).

### **4.4.1 AE Records**

Search against all details available, making use of the wildcard character to ensure that all possible combinations of data have been entered. The AM/SVE should consider any application

where the status against an AE record is shown as WITHDRAWN. If it is appropriate to allow the application to continue a new AE record, linking to the previous person records of the AEPs, will be created.

An AE record with a current status of LAPSED, SURRENDERED or WITHDRAWN cannot be re-used.

If the AE declares that they have previously been authorised, then thorough checks must be made to ensure that all past information is viewed and considered. Refer to section 6.6 – [AE Records](#) for more details.

#### **4.4.1.1 Previous AEPs with a Disciplinary Record.**

Searches must be made to ascertain whether members of the proposed AE are subject to any ongoing disciplinary action or have been involved in any previous action i.e. was a member of an AE-ship which received a Formal Warning or was part of a Withdrawn AE.

Where a member of the proposed AE has disciplinary history the Area Manager/SVE must consider whether those actions will be taken into account should there be any future misdemeanour within the new AE-ship. If the AM/SVE considers it is appropriate to carry forward previous action this must be brought to the attention of the new AE and included in the letter of authorisation. MOT Computerisation should **not** be amended to transfer any previous action (investigations) to the new AE.

#### **4.4.2 VTS Records**

Search against all details available, making use of the wildcard character to ensure that all possible combinations of data have been entered. A VTS record with a current status of EXTINCT or RETRACTED cannot be re-used and a new record will have to be made using an identical address. Refer to section 6.7 – [VTS Records](#) for more details.

#### **4.4.3 People Records**

Search against all details available, making use of the wildcard character to ensure that all possible combinations of data have been entered.

If a matching person record is returned, check the Role details in order to establish the status of past and present Role associations.

If the status of INACTIVE is displayed against AE and/or VTS

Roles, or DISQUALIFIED is set against an existing NT Role view the AE and/or VTS record that the Role was previously associated with to establish that the person is not part of a WITHDRAWN AE-ship. The AM/SVE should consider all cases where doubt exists.

If the person holds an NT Role with DISQUALIFIED status the AM/SVE should consider whether they may become part of the new AE-ship and the required Role association added. Where the status is either ACTIVE or INACTIVE a new Role association can be added if appropriate. Refer to section 6.9 – [People Records](#) for more details.

#### **‘Returning’ NTs**

Refer to section 21.2.1 - [‘Returning NTs’](#) for NTs that were not associated to a VTS prior to and since Service Commencement and who will not have a Smart Card

Conduct enquiries in MOT Computerisation to establish that the proposed AEDM is suitable to hold the Role. The AM/SVE should consider all applications where there is doubt.

If a person declares that they have previously been authorised, then thorough checks must be made to ensure that all past information is viewed and considered.

### **4.5 Register Application on MOT Computerisation**

As soon as all the above steps are complete register the application details into MOT Computerisation, either creating new records from the details supplied on the VT01, or recalling existing records. Refer to the table below for guidance on how to register the application, dependant on the requirements detailed in the VT01.

If a VTS number holds a status of LAPSED within MOT Computerisation, it should be re-used by selecting the LAPSED VTS radio button.

Where the applicant entity is not previously known, or an existing record holds a status of WITHDRAWN or SURRENDERED, a new AE number will be generated.

Refer to Section 6.6.1 - [Creating New AE Records](#) for detailed instructions on this subject. If any of the AEPs that make up this AE record have been previously associated to a WITHDRAWN AE, ensure you list the relevant AE numbers in the field entitled AE Related AEs when selecting Update AE Record during the final stages of approving the record.

Refer to Section 6.7.1 [Creating New VTS Records](#) for detailed instructions on this subject.

Where the application is a joint one for an AE and VTS the AE-VTS Link should also be registered. Refer to Section 6.8.1 - [Creating New AE-VTS Link Records](#) for detailed instructions on this subject.

The status of all these records is automatically set to APPLIED.

MOT Computerisation will generate an application number. Write the application number on the VT01 and use it to access the records until they reach ACTIVE or APPROVED status.

<b>TYPE OF APPLICATION</b>	<b>WHAT TO REGISTER IN MOT COMPUTERISATION</b>
New Authorised Examiner	Register New AE Request
New Vehicle Testing Station	Register New VTS Request
New AE and new VTS	Register New AE Request, New VTS Request and New AE-VTS Link Request
New AE and LAPSED VTS	Register New AE Request, New VTS Request and New AE-VTS Link Request
New AE and APPROVED VTS (no change to VTS other than VTS T/A name)	Register New AE Request and New AE-VTS Link Request
New AE and APPROVED VTS (plus change to VTS)	Register New AE Request, New AE-VTS Link Request and Register VTS Change Request.
APPROVED AE (no change to AE) and New VTS	Register New VTS Request and New AE-VTS Link Request
APPROVED AE (no change to AE) and LAPSED VTS	Register New VTS Request and New AE-VTS Link Request
APPROVED AE and APPROVED VTS (possibly seamless transfer)	Unless the Seamless Transfer process is to be used, Register a New AE-VTS Link Request.
APPROVED AE - change of T/A name and/or address details (VOSA should be informed within 7 days of the change)	Register AE Change Request.

APPROVED VTS - change of T/A name	Register AE-VTS Link Change Request.
APPROVED VTS - addition or removal of test classes	Register VTS Change Request and AE-VTS Link Change Request.
WITHDRAWN AE re-applying	If the withdrawal action took place more than 5 years prior to receiving the application, or where an early application has been permitted to proceed Register a New AE Request thus raising a new record and new AE number.
LAPSED or SURRENDERED AE re-applying	Register a New AE Request, raising a new record and new AE number.

Record the initial details of all Class 5L applications on [Appendix 2.5](#) Class 5L Authorisation Register.

## 4.6 **Appointing AE People**

VOSA are only responsible for allocating the roles of AEP, AEDM and TP and associating these roles to an AE. Other AE roles are then appointed by the AEDM. Refer to [Appendix 12.1](#) – Role Appointment Table.

### 4.6.1 **AE Principals**

If personal records do not already exist for the new AEP/s, add each person using the function 'Add New User' recording the details supplied on the VT01.

For each of the appropriate user's record:

- Select the Role of AEP
- Enter the title of the company role held by the person within the business entity (e.g. director, secretary, owner)
- Link the Role to the AE by entering the AE number.

### 4.6.2 **Authorised Examiner Designated Manager**

This is a VOSA appointed role and before an authorisation can be granted a suitable person must be appointed and warrant the additional TP role Refer to section 3 – [AEDMs](#) for more details.

## 4.7 Process Registered Application Request

Create the MOT file and write the AE and VTS numbers, the name of the applicant and address of the proposed VTS clearly on the MOT file cover. Record the AE and VTS numbers on the VT01 and the VT01 Application Log.

Where the application is from a multi-site AE, annotate the file with the location of the AE master file.

If it is considered that the application is unacceptable, the AM/SVE should consider whether to issue standard letter [1-030](#) or [1-033](#) as appropriate, informing the applicant(s) of the intent to refuse the application. These letters detail the candidate's right of appeal against the intention and the process by which to do so (see [4.23](#)). Place a copy of the letter on file.

AE and VTS Application Reports are automatically produced each week by MOT Computerisation from the data entered. They list those applicants who have incomplete applications that are due or overdue for review and action.

### 4.7.1 Process AE Registered Request

Once an AE application is registered in MOT Computerisation it can be processed in detail.

Using the function [Process Registered Request](#) (see VOSA User Guide L4), record the receipt of any enclosures using the on screen Checklist. Any required enclosures that are missing must be requested and the Checklist updated as appropriate. Care should be taken to update only the relevant items to SATISFIED, but if a mistake is made, items can be changed back to UNCHECKED or UNSATISFACTORY, as appropriate, within MOT Computerisation.

The following enclosures may be required for an AE (see [4.10.1](#) for more detail):

- Two personal/character references for all persons listed on the VT01 form
- A financial reference or other evidence of sound financial standing
- Partnership Agreement
- Declaration of Conviction/Non-conviction
- Application form to attend the MOT Managers Course. In the absence of a certificate or course application form being received, checks must be made on the database to

determine whether any of the applicants are AE or MOT Managers' Course certificate holders or if they have enrolled on an MOT Managers' Course.

- Companies House Record

#### **4.7.2 Process VTS Registered Request**

Once the VTS application is registered in MOT Computerisation it can be processed in detail.

Using the function [Process Registered Request](#) (see VOSA User Guide L4), record the receipt of any enclosures using the on screen Checklist. Any required enclosures that are missing must be requested and the Checklist updated as appropriate. Care should be taken to update only the relevant items to SATISFIED, but if a mistake is made, items can be changed back to UNCHECKED or UNSATISFACTORY, as appropriate, within MOT Computerisation.

The enclosures that relate specifically to the VTS application are (see [4.10.2](#) for more detail):

- Site Plan
- Fully Dimensioned Drawing
- Planning Permission/Established Use Certificate
- Evidence of Sole Use

#### **4.7.3 Process AE-VTS Link Request**

The registered AE-VTS Link record should be processed alongside the corresponding AE and VTS records.

Even though it may already have been received with a corresponding AE and/or VTS application the function [Process Registered Request](#) (see VOSA User Guide L4) should be used to record the receipt of one the following enclosures using the on screen Checklist:

- Copy of Current Signed Lease
- Proof of Ownership

Care should be taken to update only the relevant items to SATISFIED, but if a mistake is made, items can be changed back to UNCHECKED or UNSATISFACTORY, as appropriate, within MOT Computerisation.

#### **4.8 Applications for Class 5L**

An applicant, having applied to test Class 7 vehicles, may also test Class 5L vehicles providing no restrictions will apply (e.g.

testing diesels only).

- Select Class 5 against the MOT Computerisation records but do **not** select 4A or 5A.
- Complete [Appendix 2.5](#) with the relevant details.
- Produce a Class 5L Progress Evaluation sheet (Form [VT04](#)) and pass it to the VE for completion during the VT7 visit.

Refer to section 20.2 - [Class 5L Testing](#) for the requirements needed to be met.

#### **4.9 Applications for One Person Testing (ATL and OPTL)**

A new applicant applying to test Class 4, 5 and 7 at a VTS may apply for Authorisation to allow MOT tests to be carried out by an NT without assistance.

For more details regarding the restrictions on OPTL and ATL refer to section 20.4 – [One Person Testing](#).

#### **4.10 Review of application**

After a viable application has been input onto MOT Computerisation the AM/SVE should consider it in detail.

##### **4.10.1 Review of AE**

###### **4.10.1.1 Signature on VT1:**

This must be that of the sole proprietor, the “duly authorised” partner in the case of a partnership or an officer shown on the Record of Appointments for a company. Partnerships and Companies may devolve this responsibility to a manager but that person must be “duly authorised” in writing by the partners or an “officer of the company”.

###### **4.10.1.2 All entities:**

Do the details on the application agree exactly with the relevant sections on the enclosures submitted (e.g. Financial Reference, Character References, Lease/Licence/Deeds etc.)? Does it match any headed notepaper used in correspondence?

###### **4.10.1.3 Partnership:**

In addition to the above, has a Partnership Agreement been received signed by all partners which authorises the signatory of the VT01 as the “duly authorised” partner able to act on behalf of the partnership?

#### **4.10.1.4 Limited Company:**

Has a Companies House Record of Appointments been received which agrees with the recorded details in sections A4.2 - A4.3 - A4.13 and A4.14 on the VT01?

In the case of a co-operative or friendly society a record will not exist at Companies House, however they must supply their registered charity number or friendly society number which will be used in place of the company number.

#### **4.10.1.5 Two character references for all persons listed on the VT01 form:**

These must be from reputable sources (e.g. barrister, solicitor, accountant, teacher etc) for each person involved with the authorisation i.e. the AEP's. For companies with more than 10 directors, or those with directors that are overseas, references are required only for those directors with direct responsibility for testing and finance. References should, where possible, be on letter headed paper and include a contact telephone number as the Agency may wish to make further enquiries. References must include the following:

- Status of referee
- How long they have known the applicant
- Basis of the reference, e.g. professional, social basis or relative
- Reference must clearly state that the applicant is of good repute and is a suitable person to operate an MOT testing station on behalf of the Secretary of State
- A clear statement that the referee has no interest, financial or otherwise in the application.

#### **4.10.1.6 Financial reference:**

This can take the form of a banker's reference or other substantial evidence of sound financial standing (not applicable to Designated Councils).

These should be from a bank or building society. (If these are not available, references from a professionally qualified accountant on his/her headed paper or copies of audited company accounts are acceptable.)

For a new company, references based on a business plan are acceptable. They should state that, in the professional opinion of

the referees, the plan is reasonable and that there is sufficient capital or other financial backing to implement the plan.

#### 4.10.1.7 Declaration of non-criminal offending

VOSA ask all applicants to complete appropriate declarations section when they submit the VT01, covering both the officers of the company and the company itself if applicable. AMs and SVEs should refer to Appendix 10 of this manual; [Rehabilitation of Offenders Act](#), in order to assess any convictions declared. This outlines the periods after which convictions become spent according to age and circumstances. Please bear in mind that each case must be judged on its merits, especially in the case of fines, community service, etc.

#### 4.10.1.8 Certificate of training for AEDMs:

This must be held by the sole proprietor himself or the partner who will exercise the most direct control over the testing operation in such an entity. In Companies, the director or senior manager having direct responsibility for the testing operation at all sites must be the holder. Whether a parent, holding or subsidiary company is applying for appointment, the AEDM **must** be directly employed by the company applying on the VT01 however other staff have no employment conditions.

**Note:** Apart from concessions given in the Guide Appendix 1, B2 regarding new authorisations resulting from a change, authorisation must not be granted before an applicant has attended the course. A trained person will be given a non functioning TP role by VOSA and existing eligible candidates will be shown as TPs on MOT Computerisation.

#### 4.10.1.9 Recording Review Outcome

When reviewing the AE application and further issues exist, which it is felt could be rectified, AIP may be awarded or the application may be referred back to the applicant.

Enter the agreed review date into the AIP field or the Referred Back field, as appropriate on the **AE** computer record in order to track the agreed period of time. The status of the record remains at APPLIED. The time allowance would normally be no longer than six months but may be extended or reduced at the discretion of the AM/SVE. Once the due date of either Referred Back or AIP has been reached, and where the AM/SVE does not decide to extend the period, the date field must be cleared.

The AIP review date **must** be entered into MOT Computerisation against the AE application record to ensure that VOSA TS are able to fulfil any associated request for a new AEDM to attend the

MOT Managers Course.

Where the AE has satisfactorily met all Requirements the status of the computer record may then be set to APPROVED. See [4.15.1](#) - Approving the AE Application Record for more detailed information of the steps to follow.

#### **4.10.1.1 Unacceptable Enclosures/References**

Where it has been decided that any references or other enclosures provided by the applicant are unacceptable, request that the applicant provides further references or revised enclosures in order to meet the Requirements for Authorisation. If the AM/SVE decides that any additional references or updated enclosures supplied are still unacceptable he should consider issuing standard letter [1-030](#) a notice of Intent to Refuse. See [4.23](#) for further details of this process.

#### **4.10.2 Review of VTS - Acceptability of enclosures**

When reviewing the VTS application, existing VTSs will not normally require plans to be checked but will generally require the site to be assessed. For new sites, the plans will be assessed to ensure that the proposed layout meets with the requirements of The MOT Scheme.

Where the plans are acceptable then the site itself will be assessed at a later date.

Where the plans are not fully satisfactory, but the AM/SVE believes could be rectified, AIP may be awarded or the application may be referred back to the applicant.

##### **4.10.2.1 Site Plan:**

This is required to show:

- Buildings in relationship to the public highway
- Location of the test bay within those buildings
- MOT Parking area
- Position of the Notice Board

##### **4.10.2.2 Fully dimensioned drawing of the test bay layout:**

This should provide sufficient detail to judge whether the site is likely to meet the Requirements for Authorisation, and as such worthy of a site visit. Significant shortcomings in the details or professionalism of the plan that could lead to contention later should cause the drawing to be rejected. Some small sites may

be able to combine both drawings in one.

#### 4.10.2.3 Planning Permission:

Some Local Authorities may certify that a building's current use already covers MOT testing and that separate PP is not required. New sites or those undergoing rebuilding work must definitely submit up-to-date PP. Note should be made of any restrictions made by LAs with regard to parking restrictions or times of use which conflict with the applicant's proposals.

#### 4.10.2.4 Evidence of sole (exclusive) use of premises:

If the applicant is the site owner:

- Copies of documents from the Land Registry Office confirming that the applicant is the registered owner of the land are required. If a land registry entry is unavailable, alternative proof of ownership must be accompanied by a written explanation from a solicitor.

If the applicant is not the site owner:

- Evidence that the applicant has the right of exclusive use of the premises, in the form of a lease, rental agreement or licence must be provided. This must be confirmed by a solicitor to be a proper and enforceable legal document. The following needs to be included in the document:
- The rent to be paid for the premises,
- Specific mention that the prospective AE has exclusive use of the premises necessary for MOT testing, e.g. the MOT test bay, the test facilities office, security equipment, parking, waiting, viewing and reception areas. (Leases often have this shown under a clause called "Alienation")
- Evidence that the person or body granting the lease (the lessor) owns the site or that the lessor's lease (the Superior Lease) for the premises allows sub-letting or assignment of all or part of the lease to someone else.

**Note:** Where the applicant for authorisation is the parent or holding company of the subsidiary on site, "sole use" can be taken to include use by either or both companies where such proof is only in the name of the subsidiary company.

#### 4.10.2.5 Shared facilities

With franchise dealerships etc it is difficult to give a definition of "exclusive", however it is considered that the following is acceptable given current business arrangements:

#### Reception & Signage

If more than one **business** is being operated from the same site, there does not need to be a separate reception desk for the MOT part of the operation. However, it must be easily identifiable by the members of the public so there is no doubt to which company is dealing with the MOTs. The associated signage should be such that both the Authorised Examiners staff and the test facilities are easily identifiable.

### **Test bay and equipment**

These are primarily for the “exclusive” use of the Authorised Examiner and his/her staff. However, as the equipment is the property of the AE if he/she wishes to allow it to be utilised by other persons and this use does not interfere with testing then this is considered acceptable. Where such a sharing policy exists the VTS cannot offer ‘On Demand’ testing.

### **Security of certificates**

Sole access to the MOT certificates must only be by the AE or their authorised agent (e.g. nominated tester, administrative staff that deal with MOT issue etc.)

### **Security of facilities**

The site security should be by agreement between the AE and the landlord of the site following VOSA acceptance

### **MOT parking**

The MOT parking bays must remain free to be used for MOT parking only during the times that the VTS are carrying out tests.

**Note:** The terms of exclusivity can be met without the need for physical barriers within a site.

Where personal facilities like toilets and rest rooms are common areas for all business users this is acceptable providing this is not located in such a place as to cause a distraction.

Legal plans must reconcile with the arrangements shown on site plans.

## **4.10.2.6 Recording Review Outcome**

Enter the agreed review date into the AIP or Referred Back field, as appropriate on the **VTS** computer record in order to track the agreed period of time. The status of the record remains at APPLIED. The time allowance would normally be no longer than six months but may be extended or reduced at the discretion of the AM/SVE. Once the due date of either Referred Back or AIP has been reached, and where the AM/SVE does not decide to extend the period the date field must be cleared.

Where a site visit is not required and the VTS has satisfactorily met all Requirements the status of the computer record may then

be set to APPROVED. See [4.15.2](#), Approving the VTS Application Record - for more detailed information of the steps to follow.

#### **4.10.2.7 Unacceptable Plans/Enclosures**

The AM/SVE may decide that the plans or other enclosures provided by the applicant are unacceptable. Request that the applicant supplies revised plans or enclosures in order to meet the Requirements for Authorisation.

If the AM/SVE decides that any updated plans or enclosures supplied are still unacceptable he should consider issuing standard letter [1-033](#) a notice of Intent to Refuse. See [4.23](#) for further details of this process.

#### **4.11 Preliminary VT7 Approval Visits**

The VE should decide when and if a visit is necessary dependant upon the degree of compliance and completeness of the above checks and the elapsed time since any current site was last visited.

If a visit is necessary, as a minimum service standard, the local VE must contact the applicant within 5 working days of a fully completed and correct application being received, and must visit the site (VT7 visit) within 15 working days of that notification and advise the applicant accordingly.

The site to be visited can be at various stages of readiness in four main categories:

- i. A new “green field” site
- ii. A previously approved site but not used within the last 12 Months (= Lapsed)
- iii. A previously (or currently) approved site, used within the last 12 Months (= Approved)
- iv. Existing premises not previously approved.

Three stages of approval visit may be required:

- 2 Preliminary Visits out of:
  - Initial (AIP) Visit (see [4.11.1](#))
  - Change of Ownership Visit (see [4.11.2](#))
  - Pre-installation Visit (where no VTS Device is installed) (see [4.11.3](#))
- Final Visit(s) (see [4.18](#))

In some instances a single initial visit may act as a Pre-

installation visit however several 'initial' visits could be made during the course of the Authorisation process and Section D of the VT01 form must be completed to reflect the decision taken each time.

Details of the Initial and Pre-Installation VT7 Approval Visits are not recorded within MOT Computerisation, but the Final VT7 Approval Visit details are recorded using the menu option Record VTS Visit.

Following these on-site assessments the VE will recommend one of the following:

- Grant AIP
- Recommend VTS is Approved.
- Recommend Issue of Intent to Refuse Notice. See [4.23](#) for further details of this process.
- Issue Shortcomings Letter (on laptop via VOSA Documentation).

#### 4.11.1 Initial AIP Visit

If not previously granted during any earlier reviews of the application from drawings alone, an AIP visit may be carried out now.

Applicants seeking approval of type i, ii and iv sites above, should receive Agreements in Principle (AIP) in order to signify that VOSA are in agreement with their proposals and that they have the confidence that authorisation will be granted providing they comply with the conditions in the letter. For this reason it is important that any plans and drawings must cover all of the relevant Requirements for Authorisation.

**Note:** An applicant is required to make a signed undertaking that he will cease testing if non-listed equipment is not replaced or modified if VOSA subsequently decides that it does not meet its specification or it is not correctly installed (refer to part 7.3 of the [Requirements for Authorisation for a Vehicle Test Station \(All Classes\)](#)). The AIP letter must refer to the details of such equipment and a copy signed and returned to the Area Office.

Where acceptable, an AIP letter (on laptops under VOSA Documentation – Standard Letters), should be sent to the applicant detailing the outstanding requirements and a copy placed on file. Part E1 of the VT01 should record the date of the AIP. Three blank Smart Card application forms should be included with it to enable AE/VTS staff (not NTs) to apply for Cards and hold the MOT Computerisation roles, such as VTS Admin etc.

The application records will remain at APPLIED, with the agreed review date entered into the AIP field to track the period of time. The time allowance would normally be no longer than six months but may be extended or reduced at the discretion of the AM/SVE. Once the due date is reached, the date field must be cleared.

#### **4.11.2 Change of Ownership Visits**

It is not normal practice to issue AIP letters to type iii sites as the assurance is already given in part 7 of the [Requirements for Authorisation for a Vehicle Test Station \(All Classes\)](#), however VEs should issue a VT07 SCL letter (VOSA Documentation > MOT Scheme > Standard Letters) where a site does not meet the original conditions of appointment. Part D of the VT01 form, will be completed to the extent that the scope of the application determines. In all cases the VE should inform the applicant of their findings, giving guidance and advice, if appropriate. Dependant upon the time necessary to bring a VTS site up to standard and the local Area arrangements, the VE must decide whether the file needs returning to the Area Office. In most cases these change of ownership sites will already have a VTS Device installed (only if there is a significant gap between the Surrender and Authorisation will Siemens remove the VTS Device). VEs need to check the kit for obvious damage and bring this to the attention of the applicant and to Siemens, where the kit is no longer serviceable. If Siemens subsequently deem the damage to be chargeable this will be levied against the incoming AE and he may wish to take this up with the out going AE. The VE must also carry out a Caller Line Identification check (CLI) (see [4.11.3.4](#)) in case telephone numbers have changed.

#### **4.11.3 Pre-VTS Device Installation Visit**

When the applicant notifies the Area Office that the VTS is ready for Authorisation VEs will carry out a visit to ensure that all equipment has been installed as per the Approval in Principle letter and the Requirements for Authorisation are met. However visits should only be arranged if AEDM and NT Smart Card procurement and Training are complete or nearing completion. If not, advise the applicant to progress these matters and ask him to notify the Area Office again when they are in order.

The VTS Device installation will only be initiated when all of the Requirements for Authorisation are met. The applicant should be advised of shortcomings using VT07 SCL letter (VOSA Documentation > MOT Scheme > Standard Letters) in which the applicant he must be told to confirm his objections in writing. If he contests any aspect of non compliance. This should be recorded on the VT01 and brought to the AM/SVE's attention. If a written objection is received, issue standard letter [1-033](#) a notice of Intent

to Refuse. See [4.23](#) for further details of this process.

#### 4.11.3.1 Equipment

During the check, Part D of the VT01 form must be completed as fully as practical. It is essential for an efficient VTS Device installation that all the approved equipment and calibration details are accurately entered onto MOT Computerisation by the AO (see [4.15.4](#)) hence the need to record these accurately on the VT01. Where equipment cannot be matched against the [List of Acceptable Equipment](#) refer to section 20.5 - [Non Listed Equipment](#).

#### 4.11.3.2 OPT Equipment

The various model numbers of OPT 'assistant' equipment i.e. Weighing Facility, Pedal Application Device (PAD) and Wheel Play Detectors are on MOT Computerisation and must be recorded on the VT01. Although not calibrated, OPT equipment is required to be maintained either 6 or 12 monthly (refer to [MOT Testing Guide Appx 2.4.2](#)) and the maintenance declaration date must also be recorded.

Where the installation includes a lift, the applicant must produce a written declaration from the lift manufacturer (**not the installer**) that the lift is suitable to be fitted with Play Detectors before ATL/OPTL approval is granted by VOSA.

#### 4.11.3.3 Siemens' Pre-Installation Conditions

Siemens will agree to install the VTS Device even though the site may not fully meet the Requirements for Authorisation on condition that:

- It is likely that authorisation will subsequently be granted following any minor corrective action by the applicant.
- All equipment has been recorded onto MOT Computerisation and that it will be in calibration at the installation visit.
- The VTS business hours have been provided to the Area Office so that they can be input onto MOT Computerisation
- The Vehicle Examiner confirms that all of the conditions of part 6.6 of the [Requirements for Authorisation for an Authorised Examiner](#) are complied with.

#### 4.11.3.4 VTS Device environment

In addition to checking the visible environment, a dedicated line

check of the VTS Device telecoms link must be made by asking the AEP to temporarily connect a suitable analogue phone to the terminating socket and then dialling the VE's mobile. The VTS phone number must be displayed on the VE's phone to demonstrate Caller Line Identification (CLI) is working. This number must be recorded in section D6.8 on the VT01.

Siemens may refuse to install the VTS Device if in their opinion; the site does not meet the specific requirements for installation. The VE must not become involved in any dispute as there is a formal appeal procedure to be followed (refer to section 1.5 - [Appeal against Siemens Refusal to Install a VTS Device](#)).

#### 4.11.3.5 Staff training and Smart Cards

The VE should also use this visit to ensure that AEDM has NT training and Smart Card orders under control. The VE should be made aware by the AO of any concerns they may have regarding inactivity by the applicant regarding getting NTs' Smart Cards or training. It is essential for a VTS to have an AEDM who is in possession of a validated Smart Card. This is the key role to generate other roles who in turn can perform other necessary set up functions. Attendees of the MOT Managers' Course will get their Smart Cards activated by the Trainer (if they take it with them). Those that don't or who were already Authorised Examiner certificate holders must have their Smart Card details validated by the VE.

**Note:** At the end of this visit it is important for the file to be returned to the AO or relevant pages copied so that equipment details can be entered and that they can compile an Installation Request Form for emailing to Siemens.

#### 4.11.3.6 Business Hours

The VE will confirm the business hours of the VTS.

#### 4.11.3.7 Business Names Act

Basically a 'Business name' is a name used by any person, partnership or company for carrying on business, unless it is the same as the name of the entity.

For example

- Bloggs plc T/A Bloggs: Bloggs is a Business name
- J Smith T/A Smith's Garage: Smith's Garage is a Business name.

In the case of an application for MOT authorisation; where an applicant (the AE) is not going to trade at the VTS under the AE name (VTS 'Trading As'), then the business is subject to the

Business Names Act. For our purposes the Act requires the business to display on a notice the name of the AE. This means the name of the sole proprietor or names of all the partners or name of the company (not directors) must be displayed. This name must also be displayed on any invoice, receipt or business letter used in connection with that business.

It is not VOSA's purpose to enforce or advise on this act but merely to use its requirements to verify that we are approving the correct applicant. VEs should check signs and documentation that the VTS 'Trading As' title on the VT01 is correct. Where it agrees and is not the same as the applicant entity name, a check should be made of the above requirements that require disclosure of the business entity details, to ensure they match the AE details on the VT01.

For further information regarding this instruction VOSA staff should contact HQ.

## 4.12 Preliminary Visit Outcomes

### 4.12.1 Recommend VTS is Approved

Following recommendation by a VE that a VTS can be approved, the file should be passed to the AM/SVE for ratification.

If the application is for a new site (i.e not previously Approved), the SVE must decide which MOT Enforcement Patch (MEP) the VTS is to be assigned to and make a note of it underneath Section E4 of the VT01 (refer to section 6.13.2 – [MEPs](#) for more details).

If no VTS Device has been installed, the AO will then trigger the installation process with Siemens after which a Final VT7 visit will be required.

### 4.12.2 Recommend Issue of Intent to Refuse

If it is clear that the application will not succeed for fundamental reasons which cannot be corrected. A standard letter [1-032](#) notice of Intent to Refuse notice of Intent to refuse **must** be issued. This would normally be the responsibility of the AM/SVE (see [4.23](#)). This would normally only be likely where an application is for new premises. If however, a VTS is already Approved and the applicant indicates that he is unwilling to comply with a mandatory update policy, for example install a Class 2 RBT, he must be told to confirm his objections in writing following which a notice of intent to refuse his application **must** be issued. The applicant then has the right of appeal against the

intention to refuse.

#### 4.12.3 Issue VT7 Shortcomings Letter

A VT7 Shortcomings Letter (on laptops under VOSA Documentation > MOT Scheme > Disciplinary > VT07 AWL) must be completed whenever the VE finds aspects which do not comply at a visit.

#### 4.13 Ordering Documentation Pack

Complete a [VT92](#) Documentation Pack Order Form for the VTS. Email this order directly to Astron and copy it to Siemens (addresses are on the form). This must be done promptly to allow for any delay in the delivery of the Pack to the VTS.

The Pack contains:

- 2 x documentation packs (VT20s, VT30s, VT32s and VT40s) appropriate to the test classes applied for
- 1 x VT20ET Emergency Testing pad
- 1 x User Guide
- 1 x pack of User Guide amendments
- 1 x Quick Start Guide

The Documentation Pack is sent to the VTS in two separate boxes (the documentation part and the publications part).

If for any reason Authorisation is subsequently refused, following the issue of a Notice of Intent to Refuse, the document pack **must** be collected from the VTS by the Area Office.

#### 4.14 Amendments to Application Details

Normally errors, discrepancies or incomplete details within the application documents will have been dealt with and the VT01 returned to the applicant for amendment during the early VT7 visits, with all amendments having been initialled and dated by the applicant.

On receipt of the file and VT01 form, check the on-screen AE and VTS details against those supplied on the VT01 form and other paperwork submitted in support of the application.

If differences exist which are obviously errors made while keying-in the details, make the necessary amendments now.

If differences exist within the information supplied on the forms

and supporting documents, or the information is incomplete, copy the VT01 and the relevant supporting documents and return the originals, with a covering letter to applicant. The applicant must amend/complete the form as necessary and initial and date all amendments.

Where the applicant has confirmed amendments on the VT01 these should be considered by the AM/SVE.

#### 4.15 **Approving and Updating the AE and VTS Records**

Following a satisfactory Pre-installation Visit where the VE confirms that all the points in [4.10.2](#) and [4.11.3](#) above, have been met or will be immediately corrected, update the AE and/or VTS application records to APPROVED, and the AE-VTS Link record to ACTIVE (see details below). The VTS equipment details must then be entered into MOT Computerisation. It is essential that all of the actions listed in Section 4.10.2 above, and those listed below, are complete for Siemens to install and commission a VTS Device, and must be done before ordering the VTS Device.

##### 4.15.1 **Approving the AE Application Record**

- Check that the **AEDM** has been appointed and attended the MOT Managers Course. If not, Authorisation cannot be granted to a new AE applicant.
- Use the function [Approve Registered Request](#) (see VOSA User Guide L5):
- Ensure that the correct **AE Account**, as specified by the applicant on the VT01, is selected.
- Select **Approve AE** to confirm the approval of the AE record, then click **Update AE Details** on the next confirmation screen.
- The opening payment, which is processed via Siemens, can now be paid into the account. It is not possible for money to be paid in locally i.e. at the Area Office.
- In the function [Update AE Details](#) enter the specified **contact name**.
- If any of the AEPs that make up this AE record have been previously associated to a WITHDRAWN AE, ensure you list the relevant AE numbers in the field entitled **AE Related AEs**.
- Select **Update Details** to confirm the approval of the AE record.

#### 4.15.2 Approving the VTS Application Record

Use the function [Approve Registered Request](#) (see VOSA User Guide L5):

- Enter the date that the plan of the layout of the site was confirmed as satisfactory into the **Layout check** field.
- Enter the date the lease expires into the **Lease expiry** field, if applicable.
- Enter 'OK' into the **Site Level Plan** field when the SVE has agreed that the Site Level Plan is acceptable.
- Select Yes in the **Site Plan Permission** field to confirm that planning permission has been granted to the site.
- Select **each test class** for which the VTS is to be Approved to test and the date of the relevant Requirements for Authorisation. Where an applicant wishes to test under the terms of class 5L, OPT or ATL see [4.8](#) – Applications for Class 5L, or [4.9](#) – Applications for One Person Testing.
- Select **Approve VTS** to confirm the approval of the VTS record.

#### 4.15.3 Making the AE-VTS Link Record ACTIVE

Use the function [Approve Registered Request](#) (see VOSA User Guide L5):

- Reconfirm which **test classes** are to be Authorised.
- Complete the **VTS Plan** field as follows:
  - If this is a new authorisation the field will automatically default to **New**. MOT Computerisation will automatically assign a white segment VTS plan to the new AE-VTS link with an MOTSA scheduled 6 months after authorisation (Refer to section 19.3.1 – [New Authorisations](#) for details).
  - If this is a change of ownership by a completely new AE select **New** from the drop down selection list. This will cause MOT Computerisation to assign a white segment VTS plan to the new AE-VTS link with an MOTSA scheduled 6 months after authorisation.
  - Select **Inherit** if this is a change of authorisation with continuity, as confirmed by the SVE underneath Section E4 of the VT01 (see [4.21.1](#)), or an AE-VTS link that was ceased as a result of disciplinary action is being re-instated following an allowed appeal. This will cause the VTS risk score, all open activities on the current VTS plan, baseline key metrics, latest Assessments (SA, DA and DBA as appropriate) and Local Planning marker if set to 'Required', to transfer automatically to the new link. If the status of VTS plan was 'Suspended', the status

automatically returns to Active on transfer.

**Note 1:** Whilst the Assessments are transferred and now relate to the new AE-VTS link, they will still display the details of the old AE entity that was authorised at the time the Assessment was originally conducted.

**Note 2 :** In the case of an AE-VTS link re-instated following an allowed appeal, the open activities on the VTS plan will be automatically re-scheduled to a date corresponding to the period the AE-VTS link status was Cessated.

- Then select **Approve AE-VTS Link**, then click **Update AE –VTS Details** on the next confirmation screen.
- In the function [Update AE to VTS Link Details](#) ensure that the **Financial Stop Marker** is set to **Stop**. This does not prevent an AE from funding their Account, but will not allow an order for test slots to be placed thus preventing any 'live' MOT testing prior to receiving written confirmation of Authorisation.
- Ensure that the **Extra VTS Device** supply field remains set to **Allowed**. This field should **not** be set to Blocked.
- Enter the **Maximum number of pads** in the relevant field. Normally, this will be set to 2 and should not be set to another value unless the AM/SVE decides it is appropriate to do so. One pad is the equivalent of 100 test slots.
- Enter the **Concurrent Testing Limit** in the relevant field. Concurrent testing is the number of MOT tests which can take place at the same time by different NTs, without distraction or disruption of each other. This is currently to be set to **99** and should **not** be set to another value.

#### 4.15.4 Entering Equipment Details

Use the function [Create Acceptable Equipment for VTS](#) (see VOSA User Guide N5) and enter the VTS number to select the correct site.

- Scroll down and select the correct equipment manufacturer. Select the model and enter the serial number and if applicable, the calibration or maintenance date.
- The 'next calibration / maintenance date' for OPT equipment must be entered as 6 or 12 months ahead as applicable in order to trigger the reminder alert.
- For 'default' equipment (ie items of unapproved equipment and approved equipment that is not listed on the system) select VOSA from the list of manufacturers and then select the appropriate type of equipment (e.g. Brakes roller) and enter the serial number.

A print of the input VTS Equipment record showing equipment ID numbers should be taken and passed to the VE to give to the SM on the final visit.

#### 4.15.5 Entering Business Hours

Using the function [Update Opening Hours for VTS](#) (see VOSA User Guide N2) enter the business hours, as confirmed by the VE at the Pre-Installation Visit onto MOT Computerisation.

#### 4.15.6 Assigning VTS to MOT Enforcement Patch (MEP)

Using the function [Create or Update MOT Enforcement Patches](#) add any new VTS to the appropriate MEP, as recorded by the SVE underneath Section E4 of the VT01.

**Note:** This requires an AO1 role.

#### 4.16 Ordering and Installation of the VTS Device

Once the AE-VTS Link record has been set to ACTIVE and equipment details have been entered the VTS Device must be ordered.

Complete a [VTS Device Movement Request form \(VT14\)](#), noting the contact details of the AM/SVE and the VE, as well as the Area Office contact details.

Email the form to Siemens **and** follow it up with a phone call to the Siemens Service Desk (Churn Queue) with details of the request. The phone call will generate a Siemens reference number for the request.

The VTS Device will be delivered and installed within 5 working days of the request unless arranged otherwise with the VTS. The request for the VTS Device will also trigger the issue of the VTS's spare Smart Card.

When requests are placed before 12:00hrs on a working day, this will be counted as day 1 for the purpose of the Service Level Agreement. When requests are placed after 12:00hrs on a working day, day 1 is counted as the next working day (Monday to Friday).

Siemens will notify the Area office of the agreed installation date by email. If the agreed visit is outside of the 5 working day SLA the email will detail the dates offered and refused. Copy this email to the AM, VE and other office staff, and place a printed copy on file.

Siemens will notify all contacts detailed on the original VT14 of the outcome of an installation visit via email. If the visit has not been completed, the reasons why will be documented. In cases where this is due to the VTS Device environment or equipment details, the VE will need to check that any shortcomings have been rectified and a second VT14 request emailed, when he has confirmed that the VTS now complies.

#### **4.17 Starter Pack**

As soon as the VTS Device has been ordered, place an order with Welcombe House, Swansea for a 6<sup>th</sup> Edition Starter Pack using form [VT93](#). Record the date the starter pack was ordered against the AE-VTS Link record.

#### **4.18 Final VT7 Visit**

When the applicant notifies the Area Office that the VTS Device has been installed, the Document Pack delivered and any shortcomings rectified, the VE must make the Final VT7 visit within 10 working days and notify the applicant accordingly.

##### **4.18.1 Equipment**

The VE will use the printout from the AO to check that all required items of equipment have been entered correctly into MOT Computerisation and that any calibration dates and the corresponding certificates correlate. This printout can be handed over to the SM.

##### **4.18.2 Test Slots**

The AO will already have made the AE – VTS link active, this will allow the use of CBTs and demonstration tests, but a Financial Stop will be applied by the AO to prevent the issue of test slots to prevent testing taking place. Where the VE is going to recommend that the authorisation is granted he should advise the AEDM that the AO will phone him when they have activated the VTS (see [4.19](#)). The AEDM should be advised that in the meantime they can place an order for test slots by cheque so that test slots are received following the lifting of the financial stop. Alternatively he can order by Credit or Debit card on the morning after authorisation.

##### **4.18.3 Check AEDM/SM & NT Competency**

The VE will assist the SM to activate Smart Cards, synchronise, assign roles and carry out any VT8 needed for new NTs (refer to section 29 – [VT8 Demonstration Test](#)). When the NTs are

associated to the VTS record a VT26 will automatically be generated.

Once all details have been confirmed satisfactorily, the VE will return the file and all paperwork as soon as possible, to the Area Office.

#### 4.18.4 Photographs

Although the file will contain drawings and a site plan, the VE should take photographs and place on file to monitor any changes on subsequent visits.

Photographs are required of the following views:

- The Viewing Area
- The Test bay
- The Parking Bays
- The MOT Notice Board
- Overall view of the Premises
- The location of the VTS Device

#### 4.18.5 VT01 – Part D

When completing the VT01, Part D form, the VE should enter in the section dealing with Concurrent Testing the figure of 99, this will allow the VTS to test when entered on MOT Computerisation.

After he has recommended authorisation on the VT01 Part D, the VE must immediately submit the completed VT7 form and file to the VOSA local office, in readiness for authorisation.

#### 4.18.6 Record Final VT7 Approval Visit

Using the [Record VTS Visit](#) function enter the following details:

- User ID of the visiting VE
- VTS Number
- Visit Type (VT7)
- The date of the visit
- Indicate whether or not VT20ET certificate pads were checked
- There is a free text field where **only the outcome** should be recorded as:
  - Satisfactory. No other text must be keyed in.

**Note:** This information will be detailed to the VTS when they print the Garage File Information Report.

#### 4.19 **Confirming Authorisation**

Granting of an Authorisation must be the responsibility of the AM/SVE.

Ensure that all papers and photographs are placed securely on the file.

If it is decided that Authorisation should only be granted for a limited period (e.g. where there are minor outstanding Requirements for Authorisation) complete the Conditionally Active expiry date field on the AE-VTS Link with the agreed review date. Any issues or outstanding requirements must be resolved within the agreed time period if the applicant is to continue testing.

Unless it is decided to extend a period of grace, the Conditionally Active date field must be cleared when the date is reached. If issues remain unresolved at the end of the specified period, the status of the AE-VTS Link may be updated to SUSPENDED. The AE has already accepted this condition of authorisation and therefore there is no appeal procedure to be followed.

Send the signed VT9 Authorisation certificate and standard Authorisation letter [SL1-006](#) to the applicant, enclosing a copy of the signed Statement of Responsibilities. If Conditional Approval has been given for a limited period, this period of time and the reasons, must be specified within the letter.

Similarly the authorisation letter should bring to the attention of a new AE that he will inherit the risk score and RAG status if this is applicable (see [4.21.1](#) and [4.3.1](#)).

- Update the **Financial Stop Marker**, against the AE-VTS Link record to **Normal**. Phone the AEDM to advise him that the VTS has been activated and that the activation will take effect from midnight. Re-setting this field enables the VTS to place orders against their Account and purchase test slots, and therefore allowing them to commence MOT testing.
- If applicable click the '**One Person Testing Approved**' radio button.

Place copies of the VT9 and Authorisation letter on file, and update the VT01 Application Log.

#### 4.19.1 Return of References

The personal and financial references, Declaration of Conviction in respect of a company and Declarations of Non-Conviction in respect of individuals, which were received with the application, should now be returned to the applicant. Unless it is considered that the documents contain sensitive information or an individual has requested that their references and declarations be returned separately, they may be returned in one envelope to the correspondence address. Section D of the VT01 must be annotated to say that they were seen, considered satisfactory and returned.

#### 4.19.2 Class 5L Authorisation Documentation

If the VTS is to test Class 5L; issue standard letter [SL1-008](#) where the Authorisation certificate must show the additional test class of Class 5L (Lightweight), and be marked with a tick that **'Specific Conditions Apply'** to this Authorisation.

Complete the relevant entry in [Appendix 2.5](#), to show Class 5L authorisations within the Area Office enforcement boundary, and email to MOT Compliance.

#### 4.19.3 OPT Authorisation Documentation

Upon re-approval of a VTS changing to one person testing (ATL and OPTL), a check should be made to ensure at least one person on the site is competent with the use of ATL/OPTL equipment.

If One Person Test Lanes (ATL and/or OPTL) have been Authorised at the VTS ensure the VT9 Authorisation certificate and the Authorisation letter [SL1-006](#) clearly shows this detail.

As the AE-VTS link has been updated to show 'One Person Testing' no manual return is now required.

#### 4.20 Applications that do not Progress

VOSA are not prepared to hold applications for Authorisation indefinitely. Therefore all applications received must be registered into MOT Computerisation as soon as possible and the status of the application must always be up-to-date and accurate e.g. AIP must be marked on an application record when an AIP letter is issued, REFERRED BACK must be selected when an application is referred back to the applicant.

Applications that do not progress, e.g. where the AIP expiry date has been reached without further communication from the

applicant having been received, will appear on a Reminders report. The applications shown on the report must be reviewed and standard letter [SL1-003](#) issued to the applicants.

Where an application for Authorisation is not going to be furthered, update the status of the MOT Computerisation application records to RETRACTED, and return the VT01 application form and all submitted paperwork to the applicant.

## 4.21 Changes to Current Authorisations

At any time, when minor changes occur which effect the details of an APPROVED AE or VTS record (e.g. contact name, telephone number), but not the details shown on the VT9 or correspondence address, the AEDM/AED/SM is able to update the MOT Computerisation record directly, using their VTS Device.

The AEDM/AED/SM are not able to make more significant changes (change of business entity, registered address, correspondence address, partners etc) to their records that may require the VT9 Authorisation Certificate to be re-issued. Area Offices must follow the relevant procedures below when processing changes to an existing authorisation.

### 4.21.1 AE Details

Continuity of authorisation may exist where an application is received for a change of authorisation where one or some of the current AE Principals remain e.g. sole trader to partnership, one partnership to a company etc. (Refer to part 3.7 of the [Requirements for Authorisation for an Authorised Examiner](#) and [Appendix 5.5](#) – Changes to an AE with Continuity) and Section 6.6.2 - Computer Records – [Updating AE Records](#).

The Area Manager or SVE must decide whether continuity can be considered to exist and make a clear record of the outcome of his assessment underneath Section E4 of the VT01. Where it does and a new AE number is required and hence a new AE-VTS link is made; the new AE must inherit the risk score, VTS plan, baseline key metrics, latest Assessment records (SA, DA and DBA as appropriate) and the Local Planning marker if it is set as 'Required' when the new link is approved (see [4.15.3](#)) and the new AE advised accordingly (see [4.19](#)).

**Note:** An Active Intelligence Marker is not automatically inherited in the same way as the Targeted MOT Enforcement details. The AM/SVE must therefore liaise with the Intelligence Officer to set the IM against the new AE-VTS link if it remains applicable.

All changes must be submitted on a VT01 within 7 working days

of the change and signed by the individual owner or in other cases by a person duly authorised by the Partnership or Company i.e. partner, director, or the Company Secretary.

If the AE business entity changes (e.g. sole trader to partnership, one partnership to a company etc) a new AE application must be registered. Other significant changes to Authorisation records which do not change the business entity (e.g. Additional partner taken on, Change of Directors etc) must be processed by registering a request for change.

An application number will be generated and used to access the record to apply the required changes and finally update the status of the records to APPROVED.

**Note:** Even though there is continuity in the management of an AE, where there is a change of entity such that a new AE number is produced (refer to [Appendix 5.5](#)), the applicant must meet all of the current Requirements for Authorisation as if a new applicant, although a period of grace will be permitted e.g. must have a trained AEDM within 6 weeks or Class 2 must have RBT within 3 months.

#### 4.21.2 Multi-Site AEs

In the case of a multi-site AE the Lead Area Office is responsible for processing all changes to the AE details. Local Area Offices informed of changes to a multi-site AE must notify the Lead Area Office for them to process the change.

When an application is from a multi-site AE that involves a new AE number (refer to [Appendix 5.5](#)), an assessment for continuity should be made by the AM/SVE of the Lead Area Office. If continuity exists, the Lead Area Office must ensure when they formally approve the authorisation that the new AE-VTS link(s) inherits the VTS risk score, VTS plan, baseline key metrics and last Assessments (see [4.15.3](#) or [4.22.3](#) where the change of authorisation is effected by a seamless transfer).

Where multi-site AEs take over existing VTS, Lead Offices will advise relevant local offices of the situation and will check the documentation aspects of the change of ownership. Local offices will check VTS compliance (see [4.11.2](#) – Change of Ownership). When the Lead Office is satisfied that all documentation aspects have been complied with local offices must be advised to issue VT9s where VTS conditions comply. Once Authorisation has been granted a copy of the VT9 and letter of Authorisation must be passed to the Lead Area Office for inclusion in their AE Master file.

If a change of current Lead Area Office is required e.g. change of registered address, the complete AE Master File should be passed to the new Lead Area Office.

The new Lead Area Office should take over responsibility and process the change with the minimum possible disruption to testing.

Refer to Section 6.6 - Computer Records - [Authorised Examiner Records](#) and [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.

#### 4.21.3 VTS Details

Where a change to the Approved premises occurs e.g. additional test bay, new pit, etc, or where the VTS wants to test additional (with the exception of class 5L – see below) or remove existing test classes a VT01 must always be completed and processed. A request for change must be registered, processed and approved. Where the VTS will be required to display a revised VT26, once the changes have made within MOT Computerisation the VTS must place an order via their VTS Device and request that one is produced and sent directly to the VTS address.

Refer to Section 6.7 Computer Records - [VTS Records](#) for further details.

#### 4.21.4 Adding Class 5L

Where a currently testing VTS wishes to test Class 5L vehicles in addition to those already Authorised, they must submit a VT01 as per the guidance notes sent out with Special Notice 5/2003. Refer to section 20.2 - [Class 5L Testing](#) for the requirements needed to be met.

The AE will not be required to supply any enclosures providing there are no changes to the AE's Authorised details.

#### Procedure

- Register a Request for Change against the VTS and AE-VTS Link records and select Class V and record the details on [Appendix 2.5](#).
- Send the standard Class 5L application acknowledgment letter [1-004](#) to the AE.
- Produce a Class 5L Progress Evaluation sheet ([Form VT04](#)) with a screen print of the NTs requiring a demonstration test and pass to the VE for completion during

the VT7 visit.

### Following receipt of VT01 from VE

- Process the change request against the VTS and AE-VTS Link records and update the status APPROVED and ACTIVE, respectively.
- Select 6/2000 Conditions of Appointment against Class V, in the Layout Check field enter the date of authorisation for Class 5L and enter OK in the Site Level Plan field.
- Produce an amended [VT 9b](#) Authorisation certificate, showing the additional test Class of 5L (Lightweight), and marked with a tick to show that 'Specific Conditions Apply'.
- Produce standard letter [SL1-008](#) Letter of Authorisation for Class 5L.
- Produce a new NT Certificate(s) [VT 78\(c\)](#) to show Class 5, for each successful NT.
- Send the VT 9b, SL1-008 Letter of Authorisation, enclosing a copy of the signed Statement of Responsibilities and VT 78(c) to the applicant. If Conditional Approval has been given for a limited period, this period of time and the reasons, must be specified within the letter.
- Ensure that [Appendix 2.5](#) is completed with the required details, a copy of which must be emailed to MOT Compliance at the end of each month.
- All documents must be filed in the VTS and NT files as appropriate.

#### 4.21.5 Changes to Other Test Classes

A VTS may submit a VT01 to apply to test additional test classes or to cease testing one or more test classes they are already authorised for.

A request for change must be registered and processed against the AE-VTS Link and the VTS MOT Computerisation records.

**Note:** A new VT26 is not automatically generated and the SM must be advised to order a new one from the catalogue.

#### VT7 Visits

Dependent upon the degree of changes applied for, the relevant visit procedures of [4.11](#), with an AIP being issued where necessary, and [4.15](#) must be followed.

Once a change has been approved, update the VTS and AE-VTS Link records to reflect the request for change and set the statuses

to APPROVED and ACTIVE respectively. Issue SL1-006 Authorisation Letter, enclosing a revised VT9 Authorisation Certificate.

#### 4.21.6 Approval for One Person Testing

A VTS which meets all of the current Requirements for Authorisation and already authorised to test Classes IV, V and VII may submit a VT01 to apply for one person testing Authorisation (refer to section 20.4 – [One Person Testing](#) for restrictions).

A request for change must always be registered and processed against the AE-VTS Link and, where new Dimensioned Drawings are required, against the VTS MOT Computerisation record.

##### VT7 Visits

Dependent upon the degree of modification required, the relevant visit procedures of [4.11](#), with an AIP being issued where necessary, and [4.15](#) must be followed.

Once the change has been agreed, APPROVE the VTS record if applicable, APPROVE the AE-VTS Link record, click the '**One Person Testing Approved**' radio button, add the relevant OPT equipment (see [4.15.4](#)) and annotate the VTS file to show that OPT is in operation.

Finally issue the [SL1-006](#) Authorisation Letter, enclosing a revised VT9 Authorisation Certificate.

#### 4.21.7 Change of Location (VTS)

When an AE closes a VTS and moves to premises not currently APPROVED for MOT testing the following must occur:

- A completed VT01 application form must have been received, processed and approved in the normal way before the relocation can take place.
- The Area Office must complete a VTS Device Movement Request form (VT14) to notify Siemens of the pending change. Siemens will then contact the AEDM/SM and agree the date for de-installation at the closing premises.
- Once the new VTS reaches the final stages, the Area Office must complete a VTS Device Movement Request form (VT14) to request the installation of a VTS Device at the new site
- A starter pack will be required and VTS staff will need to be appointed in the usual way to the new VTS.

A VT26 will be automatically generated for the new site once NTs

are added to the VTS record.

Siemens make a charge for 'relocating' a VTS Device from one site to another. The charge will be deducted from the AE Account.

#### **4.22 Seamless Transfer of Authorisation - Overview**

The seamless transfer process allows for VOSA to transfer the control of testing at one or more VTSs from one AE to another AE, with the minimum of delay to testing at the acquired VTSs. The administrative procedures of [4.19](#) (Confirming Authorisation) must still be followed.

Where an applicant shows on the VT01 in section A1 that they are a new AE or an Approved AE wishing to take control of an Approved VTS (currently testing) the application may be processed more efficiently by the use of the Seamless Transfer function. Where a change of ownership does not take place as a seamless transfer refer to section 5 - [Cessation of Authorisation](#).

##### **4.22.1 Requirements for a Seamless Transfer (ST)**

The following checks on the VT01 must be made before offering an ST process:

- Are the test classes recorded in Part C1.8 of the VT01 the same as those currently approved? If not, a Seamless Transfer cannot go ahead.
- Does Part C record any intention to change test equipment? If it does, a Seamless Transfer cannot go ahead unless the outgoing AE makes this change prior to his Authorisation ceasing.
- If Part C1.8 records an application for Class 1 or 2 or the current Authorisation covers this, does the existing VTS have a Class 2 RBT? If not, a Seamless Transfer cannot go ahead.
- Can the new AE applicant be given APPROVED status? If not, a Seamless Transfer cannot go ahead.

If the applicant is a new AE, register and process their application as normal. To be able to make use of the Seamless Transfer process the AE must have attained APPROVED status.

##### **4.22.2 Seamless Transfer Procedure**

If the AE is currently APPROVED, or about to be APPROVED and a Seamless Transfer is viable send the applicant standard letter [SL1-010](#) – Seamless Transfer Agreement. Once the completed and signed Seamless Transfer Agreement is received

from both AEs, register a Seamless Transfer Request within MOT Computerisation and track the transfer using the VT01 Application in the normal way.

#### 4.22.2.1 AEs' Conditions of Acceptance for Seamless Transfer

- The two AEs and all VTSs subject to a seamless transfer must **fully** meet the following conditions without exception:
- The AE taking control of the VTS(s) must have APPROVED status within MOT Computerisation in advance of the proposed transfer.
- All NTs and VTS personnel (including those with a status of SUSPENDED) will be transferred automatically to the new AE, unless removed prior to the transfer by the current AE.
- The new AE must accept the installed VTS Device as part of the transfer and will be responsible for any damage detected after the transfer.
- Where the new AE operates AE Accounts which are specific to each of their VTSs a new account for the new VTS(s) will automatically be set up.
- No transfer of funds will be made from the new AE's Account to the current AE's Account for test slots. The current AE must reclaim all monies from the new AE directly (this process is for the two AEs to agree themselves and VOSA will not become involved).
- No transfer of funds from the old AE Account to the new AE Account will be made. (The outgoing AE is expected to Request a Refund himself using his VTS Device for any credit balance he may have).

Additionally, both AEs must clearly understand that:

- There must be no incomplete tests or Fallback Review records outstanding at the time of transfer. Any registered tests, not completed by 10pm on the evening the transfer is taking place, will be aborted. Therefore a second full test must be registered and carried out after 6am the following day under the new AE. Any unreviewed Fallback test records will be automatically 'Caught Up' by the transfer process.
- If the VTS would normally be operational overnight, then any overnight operations must be suspended and VTS Devices 'stopped' for the overnight transfer process to take place.

#### 4.22.2.2 Restrictions following Seamless Transfer

When using the Seamless Transfer process:

- A new starter pack and spare VTS Smart Card will not be issued. These items will remain with the VTS for the new AE.
- Any spoilt or damaged test documents will not be transferred to the new Authorisation.
- No previous testing records will be available to the new AE. The new AE/VTS will not be able to issue replacement VT20 certificates or carry out partial retests for vehicles tested under the previous AE-VTS Link.

#### **4.22.2.3 Receipt of Seamless Transfer Agreement**

It is the responsibility of each AE to have read and understood SL1-010 - Seamless Transfer Agreement and signed the attached Agreements, and be sure that they can meet the conditions.

When the signed Agreement is received the Seamless Transfer process may be used to seamlessly transfer control of the VTS(s) from the current AE to the new AE.

If the outgoing AE intends to remove certain VTS users from the VTS prior to the transfer, check that this has been done prior to the due transfer date.

If the users are still associated to the VTS contact the outgoing AEDM and advise them that VOSA will remove the users in accordance with the signed declaration. If it has subsequently been agreed between AEDMs that the user(s) will transfer, the new AEDM must be advised to add the user after the transfer has successfully taken place.

A new VT26 will not be automatically generated. If the new AE requires one an order must be placed via the VTS Device (see [4.22.5](#))

#### **4.22.3 Entering Transfer Details into MOT Computerisation**

The function [Process Seamless Transfer Request](#) automatically creates the new AE-VTS Link, which will automatically become ACTIVE on the required date.

- Select New Transfer if the details have not previously been entered. Previously entered details may be amended or the process cancelled.
- The AE number of the current AE (the AE currently in control of the VTS(s) subject to the transfer process)

- The AE number of the new AE about to take over control of the VTS(s).
- The User ID of the person having signed the VT01 (normally an AEP or AED from the new AE-ship)
- The Area Office number (e.g. 18, 20 etc)
- If the details are to amend a previously entered transfer, enter the generated application number

MOT Computerisation will display the details of the records and the proposed action as confirmation of the data entered.

- Enter the Application document storage location (the name of the Area Office processing the transfer).
- Enter the proposed Transfer date. Where an AE wishes to be in control of the transferred VTS(s) on the 10<sup>th</sup> of June 2004 enter the date of 10/06/2004. At 00:00:01 (hh:mm:ss) on that date, MOT Computerisation will effectively transfer control to the new AE.
- Complete the **VTS Plan** field as follows:
  - Select **New** from the drop down selection list if this is a change of ownership by a completely new AE.
  - Select **Inherit** if this is a change of authorisation with continuity, as confirmed by the SVE underneath Section E4 of the VT01 (see [4.21.1](#)).
  - Select each VTS that the transfer is applicable to, from the list displayed, or select Transfer all Site(s), and select Create Seamless Transfer Request.

Record the generated application number on the VT01.

**Note:** only VTS records with an ACTIVE or SUSPENDED status against the current AE-VTS Link are able to transfer in this way. If SUSPENDED status has been set by MOT Computerisation the status automatically returns to ACTIVE on transfer. If SUSPENDED status has been set by the current AE it will remain at SUSPENDED. The new AE or the Area Office are able to reset the status to ACTIVE once the transfer has completed. If necessary, a VE may visit the VTS(s) following the transfer.

#### 4.22.4 Day of the Transfer

At each VTS subject to the transfer MOT Computerisation will:

- Automatically abort all outstanding tests (e.g. a vehicle has been registered for test but no result has been entered)
- Update the current AE-VTS Link status to SURRENDERED.
- Create the new AE-VTS Link and update the status to

ACTIVE.

- Transfer all registered VTS resources (VTS staff, equipment, classes etc). All Roles will be transferred as they exist under the current AE. Should any changes be required they must be actioned by the new AE after the transfer.
- Automatically generate a White Segment default activity plan (Refer to section 19.3.1 – [New Authorisations](#) for details) if the VTS Plan field selected was **New** or
- Automatically transfer the VTS risk score, the remaining open activities on the VTS plan, the baseline key metrics, latest Assessments (SA, DA, DBA as appropriate) and Local Planning marker if set as 'Required', if the VTS Plan field selected was **Inherit**. If the status of the VTS plan was 'Suspended', the status automatically returns to Active on transfer.

**Note:** Whilst the Assessments are transferred and now relate to the new AE-VTS link, they will still display the details of the old AE entity that was authorised at the time the Assessment was originally conducted.

#### 4.22.5 VTS Trading Name

If the new AE is changing the trading name of the VTS, register and approve an AE-VTS Link Change Request as early as possible on the first morning of the transfer. The SM must be advised to order a new VT26 as this is not automatic.

#### 4.22.6 Check for any Refund due to the Outgoing AE

In the agreement letter the outgoing AE has been advised to request any refunds himself however a check should be made that any refund due has been processed. This process may take up to 15 working days therefore this check should be made 4 weeks following the transfer. If the account still has money in it the AO should contact the ex AE and ask him to send in written details in order to comply with the requirements of Section 12.7.1 - [Refund Requested where AE-VTS Link is Active](#).

Outgoing AEs who operate a Single VTS Account but are to remain in control of other VTs, or are ceasing their Authorisation completely, should be reminded to cancel any direct Debit set up to fund the Account (refer to section 12.3.1 – [Cancelling Direct Debits](#)).

**Note:** A transfer of funds from the old AE to the new AE, or vice versa, should not be arranged.

#### 4.22.7 Status of the Old AE

Even if the outgoing AE does not have any ACTIVE AE-VTS Links associated to them the record will normally remain at APPROVED and the AE staff should remain associated to the record. Refer to Section 5.1.7 - [Role Association of AE/VTS Users](#) for further details.

#### 4.22.8 Seamless Transfer Reports

Two reports are generated by the Seamless Transfer process, one of which is sent to the Area Office. It is important to check this report as soon as possible in case the process was not successful for any or all of the VTSs.

The new AEDM, the new AED and the Area Office receive a report entitled Seamless Transfer VTS List. It details the VTSs identified for transfer and whether or not they were transferred successfully.

The new SM receives a report entitled Seamless Transfer Tests Aborted. It details any outstanding tests that were detected and updated as aborted, and any tests carried out under Fallback where Fallback Review had not been performed but where Fallback Review was completed by the transfer process.

#### 4.23 Intent to Refuse Process

At any stage during the application process, where it is clear that it will not succeed for fundamental reasons which cannot be reversed or corrected, a notice of Intent to Refuse **must** be issued to the applicant, who then has the right of appeal against the intention to refuse

The notice of intent letter details the applicant's right of appeal against the intention and the process by which to do so (refer to Section 1.1 - [Appeal Against the Intent to Refuse to Authorise or Designate](#) for details of the Appeal process).

Flow charts outlining the process are shown in [Appendix 3.1](#) where an application to become an AE is refused , and in [Appendix 3.2](#) where approval for a VTS is refused. The following expands on these flow charts:

An Intent to Refuse notice would **not** be issued if:

- Having considered the application, there is not enough information to reach a decision. Refer the application back to the applicant for clarification or further information.
- The next step is to refer the application to someone else in VOSA for an inspection or decision.

- You are telling the applicant the next stage in the Authorisation process or what corrective action he must take before he can be Authorised etc. (e.g. AIP issued).
- You are declining a former AE whose Authorisation was ceased by the Secretary of State for disciplinary reasons (withdrawn) and the normal 5 year period of cessation has not expired. The applicant has already had a right of appeal against the disciplinary cessation, therefore you are advising the applicant of the next stage (i.e. wait till the end of the cessation period), not refusing the application.

**Note:** The AM is not precluded from accepting an early application if he is satisfied that the previously withdrawn AE's repute is restored and he meets all the other required conditions. Pass the application to the AM for decision. If the AM decides to decline the application notify the applicant using standard letter [1-035](#).

- An Intent to Refuse notice **would be** issued if:
- At any stage in the application process it is clear that it will not succeed for fundamental reasons which cannot be reversed or corrected. A notice of Intent to refuse **must** be issued.
- You have told the applicant the next stage in the Authorisation process, or what corrective action he must take before he can be Authorised, and he is not prepared to take the corrective action. He must confirm his objections in writing and a notice of intent to refuse his application **must** be issued. The applicant then has the right of appeal against the intention to refuse.

#### 4.23.1 Intent to Refuse to Authorise (AE Examples)

Below are some examples of when a notice of intent to refuse in relation to an application to authorise an AE should be issued:

- On the grounds that the applicant is not of good repute.
- The applicant fails to provide adequate references (after he has been given the opportunity to provide additional references).

#### 4.23.2 Intent to Refuse to Authorise (VTS Examples)

Below are some examples of when a notice of Intent to Refuse in relation to an application to approve a site should be issued:

- An application where, for example, a lease does not demonstrate sole use.
- An application where the plans are clearly not viable i.e. a

major dimension requirement cannot be met.

- An existing building with viable plans but the initial visit reveals a significant shortcoming that the applicant is not prepared to remedy e.g. entrance to the site is less than minimum doorway width.
- The final visit to a site reveals that installation/building is significantly wrong against AIP and the applicant is not willing to comply.

Refer to Section 14.4 MOT Files – [Refused AE Applications](#) which clearly sets out the requirements for the retention and return of documents when handling refused applications.

#### **4.23.3 Confirmation of Refusal of Application**

If the applicant does not lodge a written appeal against the intention to refuse to authorise within 14 working days from the date of the notice; issue either standard letter [1-031](#) or [1-034](#) as appropriate, confirming the refusal. Update the status of the VTS, AE or AE-VTS link to REJECTED. Place a copy of the letter on file and update the VT01 Application Log File. Refer to section 14 – [MOT Files](#) regarding the policy on retaining the file.

#### **4.24 Designated Councils**

##### **Registration on MOT Computerisation**

Select Public Body as the AE type when registering the application.

##### **Signature on VT1**

The form should normally be signed by the Chief Executive Officer of the authority. However, it may be signed by any other authorised officer, providing proof of this person's authority is supplied.

##### **Financial References**

There is no requirement for Designated Councils to supply financial references.

#### **4.25 Crown Stations**

##### **Registration on MOT Computerisation**

Select Public Body as the AE type when registering the application.

##### **Review of AE**

Crown Stations are not required to produce AE documentation in support of their application. They must however, provide site

plans etc to prove that the premises conform to existing Requirements.

If any doubts exist as to whether an applicant qualifies as a Crown Station, HQ should be consulted.

#### **4.26 Police (restricted) VTS**

##### **Registration on MOT Computerisation**

Select Public Body as the AE type when registering the application.

For administration purposes the AE entity would be the Police authority.

##### **Signature on VT1**

The form should normally be signed by the Chief Executive Officer or Chairman of the authority. However, it may be signed by any other authorised officer, providing proof of this person's authority is supplied.

##### **Financial and Character References**

There is no requirement for Police Authorities to supply references and Declaration(s) of Conviction/Non-Conviction.

##### **AEDM**

This should be the senior most suitable person. Ideally the Police Fleet Manager.

##### **Review of VTS**

The principle concession is that they are not obliged to open stations to the public and can limit their testing to their own vehicles and any others belonging to another specified 'blue light' organisation by agreement with VOSA. Where they seek this exception they do not need to provide facilities such as waiting room, viewing area, notice board, signs or parking areas associated with MOT testing, available for the general public.

##### **Confirming Authorisation**

The VT9 must show the nature of any restricted authorisation in the 'classes tested' box, for example 'restricted to vehicles owned by XX Police Authority and the Authorisation Letter must clearly state that the restriction is not variable without authority from VOSA.

#### **4.27 Royal Mail**

### **Registration on MOT Computerisation**

Select Company as the AE type when registering the application in MOT Computerisation.

Select Area 9 as the Lead Area Office for all Royal Mail Workshops.

### **Review of VTS**

The principle concession is that they are not obliged to open stations to the public and hence do not need to provide facilities such as waiting room, viewing area, notice board, signs or parking areas associated with MOT testing, available for the general public.

If any doubts exist as to whether an applicant qualifies as a Royal Mail Workshop, HQ should be consulted.

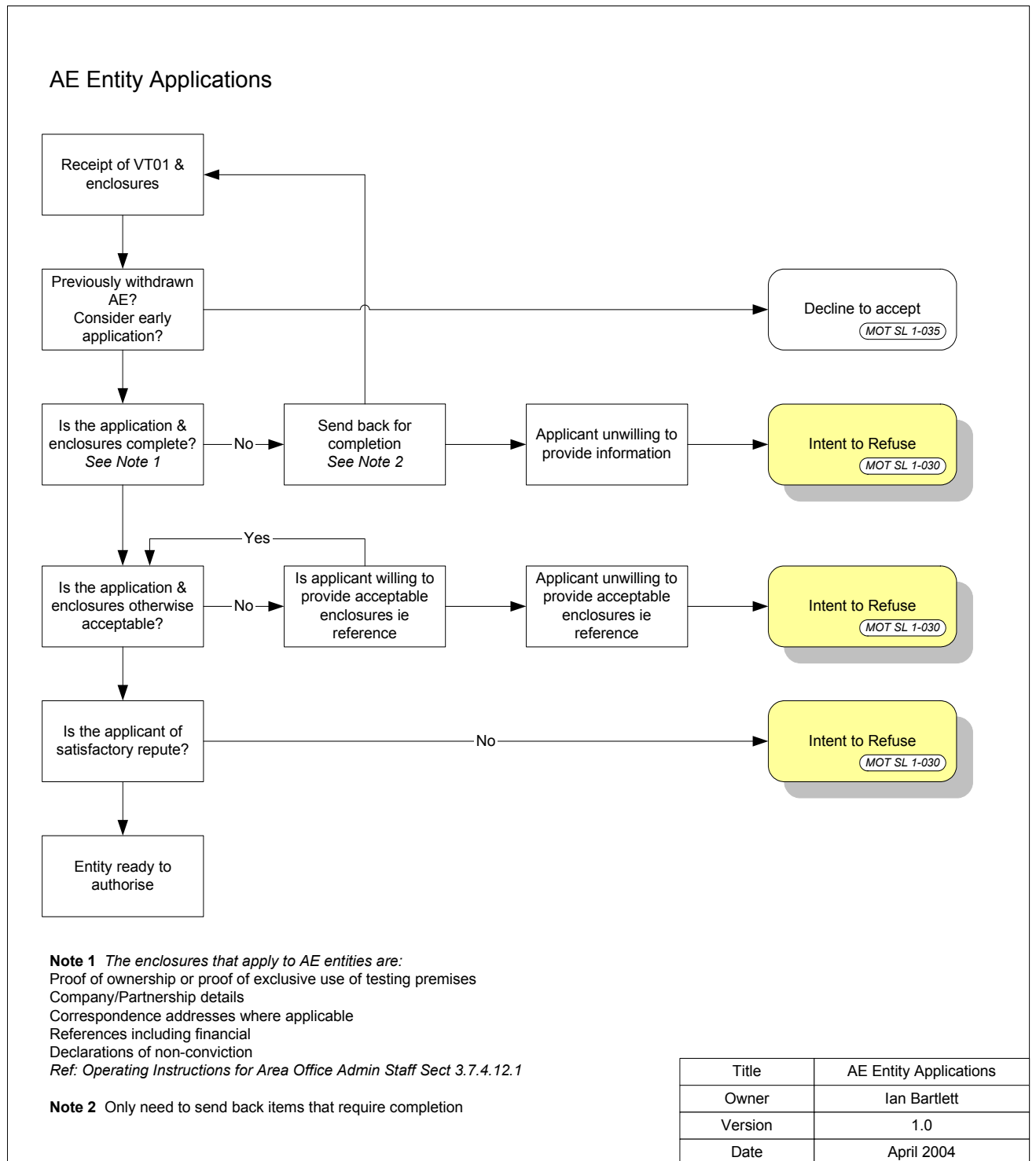
## **4.28**

### **Trusts and Charities**

Where applications are received from such bodies, advice should be sought from HQ.

When recording such applications within MOT Computerisation the registered charity number or friendly society number will be entered as the Company Number.

## Annex A – AE Flow Chart



## Annex B – VTS Flow Chart

