

Vehicle & Operator Services Agency Operations Manual

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Nominated Testers - Overview

Nominated Testers (NTs) are the people engaged by AEs to carry out MOT Tests, confirm test results and to sign test certificates.

They are responsible for making all decisions on passing or failing every testable item of a test. The equivalent person for a Designated Council is a DCI (Designated Council Inspector)

however for the purpose of all OIs, DCIs are treated exactly the same as NTs and are shown as NTs on MOT Computerisation.

Before new testers are permitted to carry out tests they must meet the relevant criteria, have been issued with a Smart Card and have successfully completed the relevant training and demonstration tests.

Once a person becomes an NT the Role cannot be removed from them. Their Role status is either ACTIVE or DISQUALIFIED, but the record is never deleted.

An NT who is not registered to test at any VTS will continue to be recognised as a user of MOT Computerisation and be able to log-on at any VTS Device, browse the online documentation and help and access received messages. However, without an association to a VTS, or without the appropriate test group status they are not able to conduct tests.

If an NT moves to another VTS, the AEDM, Personnel Manager or SM of that VTS may add him to their site via the VTS Device. The NT may commence testing after his name has been successfully added to the VTS and before the receipt of an automatically generated revised VT26. During the interim period before the printed VT26 arrives at the VTS, the NT's details should be written onto the existing VT26.

An NT may test and be included on the VT26 at more than one VTS.

If an NT ceases to be actively involved in MOT testing at a VTS, the AEDM, Personnel Manager or SM must update the Role association so that an automatically generated revised VT26 will be issued. During the interim period before the printed VT26 arrives at the VTS, the NT's details should be crossed off of the existing VT26.

16.1 Intention to Refuse Approval as an NT or DCI - Overview

At any stage in an application, where it is clear that it will not succeed for fundamental reasons which cannot be reversed or corrected, a [Notice of Intent to Refuse Approval as an NT](#) letter - SL2-030 must be issued. The applicant then has the right of appeal against the intention to refuse. If no appeal is received within the 14 working days, a further [Follow on letter to Intent to Refuse](#) - SL2-031 must be sent confirming refusal of the application.

Where an application can proceed but the candidate fails to pass an assessment step (exam or practical) he will be issued with one

of the four standard 'failure' letters (SL2-022 to SL2-025). See [16.5.3/4/5](#) and refer to section 29.4.2.2 - [Receipt of Practical Assessment Form by AO](#). Where it becomes clear that the candidate is unwilling to undertake the next stage as outlined in the above letters, a [Notice of Intent to Refuse Approval as an NT](#) letter - SL2-032 must be issued. The applicant then has the right of appeal against the intention to refuse. If no appeal is received within the 14 working days, a further [Follow on letter to Intent to Refuse](#) letter - SL2-033 must be sent confirming refusal of the application.

All intents to refuse to approve as an NT will be processed by the Area Office. When an application fails during a VOSA TS procedure, VOSA TS must refer the papers to the Area Office to issue the notice of Intent to Refuse. The Area Office must act promptly upon receipt of the papers and will also handle the receipt of any subsequent appeal lodged by the applicant (refer to section 1.2 - [Appeal against the Intent to Refuse to Approve as an NT or DCI](#) for details of the Appeal procedure).

The steps to follow are detailed at each appropriate point within the following sections and a flow chart in [Appendix 3.3](#) provides an overview of the process.

16.2 Applying to Become an NT

A person must meet certain criteria before VOSA will consider them suitable to attend the NTT training courses and ultimately undertake MOT testing. Refer to Section E of the MOT Testing Guide for full details of the minimum criteria which they must meet.

The person must complete a VT78 - [Application for Nominated Tester Training - New Testers](#), which must be endorsed by the AE. Once completed, the form must be sent to VOSA TS.

16.3 Application Form Received at VOSA TS

Upon receipt of an application form (VT78) VOSA TS interrogate MOT Computerisation for an existing person record. If a person record does not already exist but the candidate meets the relevant criteria for becoming an NT VOSA TS will create the record and enter the training application details into MOT Computerisation. The Role of NT is automatically assigned by MOT Computerisation. A Smart Card application form is generated, which is sent to the NT's home address.

VOSA TS decide, depending upon qualifications, whether the applicant should attend an NT training course or take the NTTA exam.

16.3.1 Unacceptable Application

- If the candidate has previously been an NT but the status of their MOT Computerisation record is DISQUALIFIED and the period of a 2 or 5 year Cessation has not expired, VOSA TS will refer the application to the Area Office. The applicant has already had a right of appeal against the disciplinary Cessation and the 'next stage' is for him to wait for the period of Cessation to expire. The application should be declined using the [Decline former NT – Disciplinary Cessation not expired](#) standard letter SL2-035.

Note 1: In the case of NTs given a Short Term Cessation for 28 days, the decision letter advocates application and training before the end of cessation period. VOSA TS will carry out checks on MOT Computerisation to verify that such candidates can be permitted to apply early.

Note 2: To avoid future disappointment, it should be noted that NTs who have ceased to be approved for any period must meet the qualification requirements at the time of their subsequent re-application as they have no 'grandfather' rights status. If necessary prospective candidates should be forewarned.

- If the applicant fails to meet all the criteria for becoming an NT, VOSA TS will refer the application form and other relevant documents to the Area Office. The AO must then issue standard letter SL2-030, a [Notice of Intent to Refuse Approval as an NT](#) (see 16.1).
- If the applicant has previously sat and failed an NTTA exam, and does not allow the required period of time to elapse before re-applying, VOSA TS will refer the application form and other relevant documents to the Area Office. Issue standard letter SL2-030 as above.

16.4 NTTA Application

Where a candidate meets the criteria but does not hold the required vocational educational qualifications they will be required to sit the NTTA exam.

The NTTA is designed to allow those who do not possess the relevant qualifications, to demonstrate to VOSA that they have a broad enough knowledge of the basics of motor vehicle engineering, in order to be able to test vehicles to MOT test standards and explain to owners and/or operators the nature of

any faults found.

VOSA TS will mark the application record to show the candidate is required to successfully complete an NTTA exam. [Alert Message 49](#), containing details of the candidate, is then sent to the Area Office that the candidate's VTS is linked to within MOT Computerisation.

16.4.1 **Receive NTTA Alert Message and Make Course Booking**

The Area Office to which the candidate's VTS is linked to will receive the Alert Message. If the VTS is linked to an Area Office which does not administer NTTA exams, either:

- Choose the Check Applicant's AO menu option and re-assign it to the correct Area Office or,
- Ensure the Area Office that conducts the NTTA exams regularly checks all the Mailboxes of the other offices within their Area for NTTA Alert Messages.

Service Standard

- It should be noted that VOSA has a published service standard to provide all Nominated Testers with an assessment exam (or training course) within 20 working days of receipt of a fully completed and correct application.

16.4.2 **Check Application Details**

Using the NTTA application number, as shown in the Alert Message, access the application record for the person.

Check the Notes field for details of any previous NTTA exams the person may have sat and failed. VOSA TS will enter the date(s) of the exam(s), confirm how many times the person has sat the exam (e.g. 1st attempt 23.2.06 etc.) and detail the Area Office that ran the previous exam(s) (e.g. 18SL2). Use this information to check the previous exam paper that the person sat, to ensure they are given a different exam paper at this attempt.

Check that the candidate has been assigned to the correct Area Office. If another Area Office would be more convenient, the candidate may be re-assigned to that office using the Check Applicant's AO menu option.

Manually record details of all waiting candidates and their NTTA application numbers to enable a provisional date for the NTTA exam to be scheduled, and to ensure none are missed when sending the NTTA call up letters.

A date for the NTTA exam must be offered to the candidate within 4 weeks of the application being received at VOSA TS. The application may have been received at VOSA TS up to 3 days prior to them generating the Alert Message, so this lapse in time must be taken into account when making any NTTA bookings. To ensure this Service Level Agreement is met check the date that VOSA TS recorded the application within MOT Computerisation by viewing the Course Application Details from within the Person Details screen.

16.4.3 Unacceptable NTTA Applications

If VOSA TS receive an application where the person has already sat an NTTA exam, but the required period of time has not elapsed for them to submit a second or subsequent application, they will refer the papers to the Area Office to follow the Intent to Refuse process. If, after discretion has been exercised, the AM decides that the conditions should still apply, issue a [Notice of Intent to Refuse Approval as an NT](#) - SL2-032 (see [16.1](#)).

16.4.4 Send Call Up Letters

Once the maximum number of candidates to be able to set the exam has been received, the candidates can be notified of the proposed date.

Complete the standard letter [NTTA Examination Date Notification](#) - SL2-020 and confirmation/cancellation form as appropriate, and send to each candidate.

16.4.5 Set Up Course Event

On receipt of the confirmation form, the booking should be confirmed within MOT Computerisation.

If a suitable date has not already been scheduled, create a new course event within MOT Computerisation using the course code NTTA (see VOSA User Guide V1 - [Create or Update Course Event](#))

MOT Computerisation will recall the NTTA course template. The template contains standard information to enable all NTTA exams to take place at all Area Offices. If an Area Office believes they have a valid reason for requiring a change to the template they must discuss the detail with PVSM.

Complete the **Attendees Reporting Location** field appropriately (e.g. RTE Reception) and amend the **Event Session Details start and end time and dates** as required. If more than one

course is to run on the same day, ensure that the start and end times do not overlap.

Select the radio button against the required course date.

Ignore all information referring to the Trainer/Resource; it is not applicable to an NTTA exam course.

16.4.6 Book Candidate onto Course

Using the candidate's NTTA application number to recall the application record, book each candidate onto the course and select the required course date if more than one course is scheduled (see (see VOSA User Guide W5 - [Book Place on Course Event](#)) Ensure that the **First Available Course** and **Not Invoiced** are selected, and confirm the booking.

Ignore all information referring to mode of communication. All communications (letters) used to support an NTTA exam booking are produced manually by the Area Office.

16.4.7 Candidates with Special Requirements

When a candidate notifies VOSA of any special requirements these should be observed and reasonable efforts made to accommodate the candidate appropriately.

If the candidate has dyslexia or reading difficulties, the Area Office will need to set up a separate 'one to one' exam with the candidate where the questions can be read out. Only non-technical VOSA staff must read the questions.

In addition, an extension of no more than half an hour should be added to the time allowed for the exam.

If other special requirements are identified refer to PVSM for guidance.

16.5 NTTA Exam

The exam consists of 60 multiple-choice questions divided into sections as follows:

Subject	No of questions	% of total mark
Brakes	10	16.7
Steering	10	16.7
Suspension	10	16.7
Wheels & Tyres	5	8.3
Electrical	5	8.3
Body	5	8.3
Emissions	10	16.7
General	5	8.3

There are six sets of exam papers and they should be used in rotation. A note should be made of the paper that each candidate completes so that a different paper may be given if they return for a further exam.

The candidates are given 90 minutes to complete the exam. To achieve a pass the candidate must score a minimum of 75% overall, with at least 60% being achieved in every section.

On the day of the examination the room should be set out with pencil, rubber and pencil sharpener on each candidate's desk. Each copy of the candidate's answer sheet should be signed and their VTS number entered. Candidate's driving licences must be produced and the licence and signature on the registration sheet must be verified before commencement of the assessment to ensure the correct applicant is in attendance. No one should be admitted after the examination has begun.

The exam papers are marked and assessed by the Area Office.

16.5.1 Record Exam Results

As soon as the exam has been completed, display the Course Register within MOT Computerisation to record the result for each candidate.

Choose each candidate from the list in turn and select either **Attended** or **Failed to Attend** against each application record.

Select the correct course result (e.g. **Pass** or **Fail**), for candidates who did attend the NTTA. If the candidate Failed to Attend the system automatically sets the result to Fail. **Note:** Care must be taken to select the correct result since it is not possible to amend the detail once it has been confirmed.

The Revised Test Group Status will remain unchanged at **System Set**.

Once the result has been confirmed within MOT Computerisation an Alert Message is sent to VOSA TS to inform them. If the candidate passes VOSA TS will book them onto the next available initial training course. If the candidate fails VOSA TS will file the application papers and await a further application, if one is submitted.

16.5.2 Candidate Passes NTTA Exam

Inform the candidate of their NTTA exam result in writing, using standard letter [SL2-021 - NTTA Pass](#).

Create the NT file (use existing file in the case of disqualified NTs) and store the candidate's papers. If the candidate's home

address falls outside of your Enforcement Area forward the paperwork to the appropriate Area Office for them to raise the file.

16.5.3 Candidate Fails Exam on First Attempt

Issue standard letter [SL2-022 NTTA Fail First Attempt](#) to inform the candidate of their result and that they will not be considered for a second exam for 4 months, unless they can show that suitable formal training has been undertaken.

16.5.4 Candidate Fails Exam on Second Attempt

Issue standard letter [SL2-023 NTTA Fail Second Attempt](#) to inform the candidate of their result and that they will not be considered for a further exam until at least 2 years has elapsed from the date of the initial failure, or earlier at the discretion of the AM.

16.5.5 Candidate Fails Exam on Third or Subsequent Attempt

Issue standard letter [SL2-024 NTTA Fail Third or Subsequent Attempt](#) to inform the candidate of their result and that they will not be considered for a further exam within 2 years of the most recent failure or earlier at the discretion of the AM.

16.5.6 Candidate Objects to Fail Result

Each time a candidate receives notification of a failed exam and are unwilling to re-sit the NTTA, or objects to the associated conditions they must confirm their objection in writing.

If, after discretion has been exercised, the AM decides that the conditions should still apply, issue standard letter [SL2-032 - Notice of Intent to Refuse Approval as an NT](#). (see [16.1](#)).

16.6 Initial Training Courses

Both the Group A (classes I & II) and Class 4 & 7 course are intended for new NTs, NTs resuming testing following a period of five years during which no tests were carried out, or for those NTs following a period of cessation or during a period of short term cessation. The initial training courses are divided into two parts; technical training and assessment and MOT Computerisation training and assessment, however for Group A candidates, there is no Pass/Fail criteria of the technical assessment and it is not a condition of passing this course.

16.6.1 Satisfactory Completion of Training Course

In order to move to the next stage in the approval process, all applicants must have passed the MOT Computerisation assessment and, for class 4 & 7 candidates, must have passed the technical assessment.

On successful completion of the NTTMC or NTTLV Training Course Part 1, the status of the NT's test group will be set by VOSA TS to DEMO TEST NEEDED (but see [16.6.1.1](#)). The candidate is advised to practice testing and to get his manager to phone his VOSA Office when he feels he is ready to carry out a demonstration test for a VE (refer to section 29.1 – [MOT8 Demonstration Tests](#)). Ideally this demonstration test should be carried out within one month of the training course.

16.6.1. **Exceptions regarding NTs under Short Term Cessation**

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The test group status of these NTs will remain as QUALIFIED until the effective date of cessation and SUSPENDED during the cessation period and will not be set to DEMO TEST NEEDED on successful completion of the NTTMC or NTTLV Training Course Part 1 (refer to [Appendix 9 – NT Status Chart](#)).

Irrespective of this the candidate is advised to practice testing and to ask his manager to phone the VOSA Office when he feels he is ready to carry out a demonstration test for a VE (refer to section 29.1 – [MOT8 Demonstration Tests](#)). The demonstration test however **must not** be carried out before the end of the cessation period or before his role has been made ACTIVE again (see **Note** in [16.10.1](#)).

16.6.2 **Unsatisfactory Completion of Training Course**

An applicant, who does not reach the required standard in the technical and MOT Computerisation assessments, or fails just the technical assessment, must be told that the next stage is to re-take Part 1 of the course. The status of the NT's test group will remain at INITIAL TRAINING NEEDED.

If an applicant fails just the MOT Computerisation assessment they will have to attend a VOSAN MOT System Support Course and be assessed as competent before they can move onto Part 2.

VOSA TS will notify the applicant of the outcome in writing and advise them that they must either re-sit the complete course and offer him a date to attend, or that they are required to attend a VOSAN MOT System Support Course. If the applicant is unwilling to re-take the course he must confirm his objection in writing. VOSA TS will then refer the VT78 application paper and associated documents to the Area Office.

When the VT78 and associated documents are received, issue standard letter [SL2-032 - Notice of Intent to Refuse Approval as an NT](#).

16.7 Not used

16.8 NTTMCR and NTTLVR Mandatory Refresher Training

Once an NT is QUALIFIED they must attend the mandatory Refresher training courses NTTMCR and NTTLVR which are 5 yearly mandatory courses. They do not cover the use of the VTS Device.

Six months before the expiry date of their current training, MOT Computerisation will notify the NT, his SM, and VTS Admin via [Alert 59](#) that a refresher is required and that they should arrange to book the required course.

NTs are also required to attend the relevant Refresher courses where they have not carried out a test for 2 years whether or not they are associated to a VTS and where they wish to recommence testing. If the NT is associated to a VTS 18 months after having last completed a test he will receive Alert 59 in the same way as above although attendance of the course will be unnecessary so long as he demonstrates a test and then resumes testing.

Where the required training is not undertaken before the due date the NT's Role Status will automatically change to REFRESHER NEEDED and NTs will be blocked from carrying out further tests until a course has been attended. If appropriate the due date and their group status can be reset for ex QUALIFIED NTs to enable testing to recommence for a short period (see [16.11.1](#) - Reset Test Group Status and Effective Dates) by agreement with the AM/SVE.

Note: Although Area Offices are able to reset an NT's Test Group Status where an NT has failed to attend in time, any request from an NT to do so must be referred to TS Admin and must not be changed by the AO.

Following attendance of these courses, TS Admin will reset any 5 year Refresher candidates who went past their due dates back to QUALIFIED, whereas 2 year 'dormant' candidates will be reset to DEMO TEST NEEDED as they must demonstrate a practical test to their local VE.

16.9 NTTD Directed Retraining

The Directed Re-Training Course is used to support and aid NTs to achieving the correct standards of testing in areas where possible weaknesses have been identified.

16.9.1 NTTD Attendance Recommended

VEs may recommend that an NT attends the course following an MOT6 or MS check, where the VE identified a need for additional training in certain areas of the MOT test. The VE will annotate a VT78D - [Application for Nominated Tester Directed Re-training](#) form, noting the areas where improvements are deemed necessary. The form must then be completed by the AE and NT and sent to VOSA TS for processing. The NT's attendance of the course is desirable but, in these circumstances is not enforceable.

16.9.2 NTTD Attendance Required

An NT may be instructed to attend additional training, aimed specifically at addressing identified areas of weakness in their testing standards, when a Formal Warning or Appeal Decision is issued.

The letter will instruct that appropriate re-training be undertaken by a specified date, and a VT78D - [Application for Nominated Tester Directed Re-training](#) form appropriately annotated by the VE, will be enclosed for completion. Attendance of the course within the specified time period is mandatory.

Track the period of time in which the training must take place by updating the **Directed re-training required by (dd/mm/yyyy)** date field, against the person's Role Status. [Alert Message 52](#) is sent to the NT, SM, VTS Admin, AEDM, AED and the Area Office on the due date (refer to Appendix 6 – [Alert Messages](#)).

Once the NT has completed the course delete the date from the Directed re-training required by (dd/mm/yyyy) date field.

16.9.3 NT Does not Attend the Course within the Required Period

After the due date; check MOT Computerisation (Person Details > Course Application Details) to verify the NT's attendance. If the date is reached without the person having attended the course, the status of **all** groups must be set to SUSPENDED (**Note:** this is not automatic).

VOSA TS will make two further offers of courses but the NT will be advised on the third invitation that should he FTA a third time no further approaches will be made by VOSA and he will have to contact us. If a SUSPENDED NT does subsequently attend an

NTTD course he will be expected to contact the AO in order to either have his Role status re-set to QUALIFIED or to DEMO TEST NEEDED dependent upon when he last tested.

Once enquiries show that the NT has completed the course, delete the date from the Directed re-training required by (dd/mm/yyyy) date field, update the relevant group status(es) as above and update the individual test classes to ON where appropriate.

16.9.4 **NT Leaves VTS before attending NTTD**

If the NT leaves the VTS before completing and submitting a VT78D when attendance of an NTTD course is required, the form will not be endorsed by the sponsor (the AE) and VOSA TS will not normally accept the application.

In these circumstances instruct the NT to complete all appropriate sections then return it to the Area Office, **not** VOSA TS as detailed on the form.

Attach a brief memo addressed to the MOT Scheme Booking Section Manager at VOSA TS, to explain the reason for this application to be treated as a special case. On receipt, VOSA TS will process the application without the normal endorsement from the AE.

16.10 **Attendance Notification**

MOT Computerisation does not generate any automatic alert to AOs to notify them of a candidate's attendance on a course. Although TS will record an event this does not trigger any alert or message. The following procedures should be adopted:

16.10.1 **NTTMC and NTTLV Initial Training**

The Area Office will not receive notification from VOSA TS that the candidate has successfully passed the initial training course. The first indication will be a phone call from the VTS SM advising that he has an NT who is ready for a practical. The SM must be asked for the VTS name and number plus the NT's name and ID number.

Check the person's record on MOT Computerisation as follows:

- Choose 'View Person Details' from the menu options, select Course Application Details enquiry screen.
- Verify that course result shows 'pass' and that the Trainer assessment field doesn't show any comments that should be referred onto the VE.
- Return to Menu and choose [Update Person Status](#) from

the menu options and select the Role of NT.

- Check that the NT Role Status is set to ACTIVE.
- Check the relevant Test Group Status is set to DEMO TEST NEEDED.
- Check that the 'Effective date of last course' date agrees with that shown on the course application details.

Note: An NT who is or will be disqualified for a Short Term Cessation will not have his Role or Test Group statuses changed by the training process and may consequently pass the course as ACTIVE – QUALIFIED if attended prior to disqualification or as DISQUALIFIED – SUSPENDED afterwards. Before any MOT8 is arranged (see [16.6.1.1](#)), the file **must be** checked to ensure that the period of cessation has been served. If it has, a revised Role Status of ACTIVE and a revised Test Group Status of DEMO TEST NEEDED must be set.

If any of the above details are incorrect or the person record does not exist take another screen print and complete the [Form for Amendments by VOSA TS](#).

- Return the screen print to VOSA TS with the form attached firmly to the front (both can be e-mailed to MOT Course Booking mailbox).
- Forward the other screen print to the VE to enable the MOT8 demonstration test to be carried out.

Once the details within the MOT Computerisation are correct, the copies may be destroyed and the originals filed.

16.10.2 **NTMCR and NTTLVR Mandatory Refresher Training**

In most circumstances applications for NTs to attend mandatory Refresher Training will be dealt with automatically via MOT Computerisation. Therefore VOSA TS will not send completed application forms to Area Offices following a course.

If an NT's performance at the course gives rise to concern by the trainer or if they are a 'returnee' set at DEMO TEST NEEDED, an email will be sent to the Area Office advising them of the situation when the bulleted procedures above in [16.10.1](#) must be followed.

16.11 **Test Group Status**

To be able to test, an NT must be linked to a VTS, have a role status of ACTIVE and at least one test group status set as QUALIFIED.

Where an NT has not tested a vehicle in a particular test group within 6 months the testing status of that test group will automatically be updated by MOT Computerisation to DEMO TEST NEEDED. The NT is then unable to test a vehicle in that test group until a VE has observed a satisfactory MOT6 and updated MOT Computerisation accordingly.

Note: The date of last test which triggers any 6 month inactivity period is shown as 'Tested' on the Vehicle Group Details screen which is a sub enquiry of View Person's Roles. This 'test' however can be a QC check completed by a QC who has himself not carried out any MOT tests.

Refer to Appendix 9 - [NT Status Chart](#) to follow the sequence and relationship of the different states.

The overall status of an NT's Role may be amended between ACTIVE or DISQUALIFIED (e.g. when the NT is disqualified from testing or when an NT returns from a period of disqualification).

16.11.1 Reset Test Group Status and Effective Training Date

In exceptional circumstances (e.g. a course has been requested in good time but VOSA TS are unable to offer a course within the required period) the NT may request that the 'Effective date of last course' or his status is reset from REFRESHER NEEDED to QUALIFIED.

Area Offices must not change this data themselves and the NT must be advised to submit this request in writing to Training Services.

16.11.2 Reset Date of Last Test and Test Group Status

When an NT's 'Effective date of last MOT test' is more than 6 months old his group status automatically changes to DEMO TEST NEEDED. If despite warnings an NT allows this to happen he must demonstrate a training test to a VE in order to have his status set back to QUALIFIED (refer to section 27.1 – [Demo Test Needed NTs](#)).

There may be occasions where a VE cannot carry out an MOT6 within a reasonable period. In such cases the AM or SVE can decide to update the date of last test against the NT's MOT Computerisation record to bring it within 6 months and change his group status back to QUALIFIED in order to allow testing to recommence or allow a few weeks before the time clock is triggered again.

16.12 NT Disqualified From Driving

An NT is not automatically disqualified from MOT testing on the loss of their driving licence. However, if during an MOT test, it becomes apparent that the vehicle needs a road test, the test must be aborted and the test carried out, in full, by another NT.

It is the responsibility of the AE to ensure that the NTs they employ comply with all requirements when carrying out MOT tests.

If the NT is required to attend a training course, another form of identification must be presented e.g. passport, smart card.

Refer to the MOT Testing Guide section E for specific details.

16.13 Disciplinary Action against an NT

Refer to section 7.8 – [Formal Warning](#) and section 7.9 – [Notice of Cessation](#) for documentation procedures surrounding the issue of Formal Warnings or Notice of Cessation.

16.13.1 Cessation of Approval

When NTs are given notice of Cessation of Approval, their status as an NT becomes DISQUALIFIED for a specified minimum period of time.

Using the '[Update Person Details](#)' function complete the 'Pending Change in Status Date' field against the NT's record with the effective date of Cessation. MOT Computerisation will then list the NT in the automatic weekly Person Reminders Report one week ahead of when the change in status needs to be applied. Once this date is reached, and where the decision has not been overturned on appeal, the Area Office **must** update the Role status to DISQUALIFIED. Refer to [Appendix 9 – NT Status Chart](#) for an overview.

The production of an updated VT26 List of NTs is actioned automatically within MOT Computerisation for each VTS with which the NT was associated. During the interim period before the printed VT26 arrives at the VTS, the NT's details should be crossed off of the existing VT26.

When an NT has been disqualified; [Alert Messages](#) (refer to Appendix 6) will be generated by MOT Computerisation notifying the Area Office and AE if the following circumstances then exist:

- The disqualification leaves the VTS without any NTs
- The disqualification leaves the VTS without any NTs to test a particular class of vehicle

- The disqualification leaves the VTS without a Quality Control person for a particular class of vehicle

16.13.1 Change of VTS during notice of disqualification

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Any changes to the role(s) of a user holding an NT role that has a pending period of disqualification against them, will initiate the production of [Alert Message 66](#).

Once the appeal period has passed without an appeal being lodged the AM may notify the new AE(s) of the pending disqualification. The effective date of disqualification and the disciplinary points accrued are the **only details** that can be lawfully released to other AEs. No notification must be made prior to the appeal period having passed and no other details, except those specified above, must be released.

16.14 Deceased NTs

When written notification of a deceased NT is received place a copy of the written notification on any relevant VTS file(s) and pass to the AM/SVE to sanction the secure destruction of the NT file and all NT paperwork.

Where the person was also an AEP within an Authorisation the Authorised entity may be required to cease testing (refer to Appendix 5.5 – [Changes to an AE with Continuity](#)).

Refer to section 6.11 – [Deceased People Records](#) for advice regarding the record on MOT Computerisation.

16.15 NT History Records

An NT's personal MOT Computerisation record holds information of all recorded action e.g. training details, MOT8, MOT6s, outcome of formal disciplinary action. An NT can produce their own Personnel Information Report, which will show this data.

An AE can produce similar reports for NT(s) registered at their VTS(s).

AEs can view the details of the history record only for the period of time that the NT spends in their employ.

Where an NT registers at a new/additional VTS the new AE may request details of the NT's history record. The NT may, but is under no obligation to, show the AE their complete record.

If an AE requests the information from VOSA it must not be given.

To supply the information may result in the member of staff and VOSA contravening the DPA and FOI Act.

All documentation relating to an NT, from application through to any cessation must be retained on the NT's own file (VT28A). Refer to section 14.5 – [NT Files \(V28A\)](#), section 14.6 – [NTT Paperwork](#), and 14.7 – [Refused NT Applications](#) for more details on this.

16.16 Quality Controllers

At VTSs where there is more than one NT registered against a test class group, AEs must nominate one of the NTs to act as QC at each VTS under their control. An NT may be the nominated QC at more than one VTS provided they are registered as an active NT at each of them, this includes the nomination of an independent QC to cover a number of sites.

16.17 Movement of NTs during Fallback, SAT & ET

If an NT has an active Smart Card, under normal service conditions he can be appointed to a VTS by a relevant manager. Where the VTS is operating in Fallback or SAT such appointments cannot be made and as such incidents are expected to be brief, AOs are not expected to record such transfers themselves and VTS must be advised to await resumption of normal service.

ET Incidents, by default, may last more than one day and hence VTS are allowed to appoint NTs to carry out ET tests on condition that such notifications and permissions are given and received in writing.

The request must detail the full name and User ID of any NT being appointed or removed. It must also detail the previous VTS of an NT joining a new VTS, along with the approximate date of when he last tested. AOs are expected to check the validity of any candidate using the best records available. If acceptable, send a letter to acknowledge the change, with instructions to:

- Amend the VT26 as a temporary measure until a system generated replacement is received
- When the ET incident has ended, the VTS must use the Update Role function before the 'new' NT will be able to carry out computerised testing at the VTS and perform Catch Up of any ET tests that they had carried out.

Note: The MOT Testing Guide advises VTS that they must use MOT Computerisation in the normal way to appoint the NT as soon as normal service resumes. However as ET Catch Up may be an onerous task in itself for the VTS. the AO may appoint the

NT themselves (Update Person Status) if they have access to MOT Computerisation. Where this is done the acknowledgement letter should confirm this.

When a new NT's ET tests are recorded on the system via Catch Up, Alert 97 will be triggered to the AO advising that the tests may not have been permitted as the system will detect a test date prior to that of the NT's appointment. Where the AO does not have notification of such NTs; the test(s) should be investigated.

16.18 Testers (NTs) at VOSA Sites

Records for NTs at VOSA sites are maintained centrally at Area Office 24, Welcombe House Swansea. Amendments or updates to their records must be notified to Area Office 24 who will carry out the necessary changes. Amendments **must not** be carried out locally.

References

The MOT Testing Guide - Sections B6 and E

