

Vehicle & Operator Services Agency Operations Manual

09.06.09	Section 3 Vehicle Testing Scheme
	Operating Instructions
	20 – Vehicle Testing Stations

20 Vehicle Testing Stations - Overview

20.1 VT26 List of Nominated Testers

[20.1.1](#) Automatic Generation of a VT26

[20.1.2](#) Ordering from the Catalogue

20.2 Class 5L Testing

20.3 Class 4A/5A

20.4 One Person Testing (OPT)

20.5 VTS Equipment

[20.5.1](#) Equipment Calibration

[20.5.1.1](#) Authorise Extension to Calibration Date

[20.5.2](#) Non Listed Equipment

20.6 Additional VTS Devices

[20.6.1](#) Establish Eligibility for Additional Free-of-Charge VTS Devices

[20.6.2](#) Losing Eligibility for an installed Additional VTS Device(s)

[20.6.3](#) Block on Additional VTS Devices

20.7 Removing, Installing or Relocating a VTS Device

[20.7.1](#) Voluntary Surrender

[20.7.2](#) Cessation with Standard 35 Days Notice – No Appeal

[20.7.3](#) Cessation with Standard 35 Days Notice - Appeal Submitted

[20.7.4](#) Immediate Cessation

[20.7.5](#) New Application Expected/Being Processed

[20.7.6](#) Seamless Transfer Pending

20.8 Dedicated Telephone Lines

[20.8.1](#) Establish Eligibility for Dedicated Phone Line

[20.8.2](#) Losing Eligibility for an installed Dedicated Telephone Line

20

Vehicle Testing Stations - Overview

An Approved Vehicle Testing Station (VTS) is a site where MOT tests are carried out.

Each VTS is supplied by Siemens with a VTS Device. A VTS Device consists of a base unit, screen, keyboard, mouse, printer and a Smart Card read/writer device.

VTS Devices are installed at VTSs in order to allow recognised users of MOT Computerisation to conduct MOT tests and other associated administration tasks. Apart from the VTS Devices installed within VOSA and other departmental offices, Siemens will only install VTS Devices at a VTS.

The installation requirements that a VTS must meet are detailed in the relevant Requirements for Authorisation in the Application Pack on the Transport Office website (<http://www.transportoffice.gov.uk/crt/motgaragesandtesters/motgaragesandtesters.htm>). Refer to section 4 – [Authorisation Process](#) for details of documentary procedures.

20.1

VT26 List of Nominated Testers

Each VTS must display a VT26 List of Nominated Testers. This shows details of the VTS and each NT who is registered to carry out MOT testing at the VTS, and for each NT it shows the classes of vehicle they are QUALIFIED to test, their full name, their photograph and signature.

VT26s are generated within MOT Computerisation using the details held against the person record of each NT who has a Role association registered against the VTS record.

The VTS are required to ensure that the information shown on the VT26 is up to date, and this is aided by MOT Computerisation which automatically generates a revised one each time certain actions take place within the system.

20.1.1

Automatic Generation of a VT26

A revised VT26 is automatically generated and sent directly to the VTS when:

- an NT is added to or removed from a VTS record,
- an NT's Role status is set to DISQUALIFIED,
- an NT's Role status is set to QUALIFIED after a VT8,
- an NT's Test Group status is updated to SUSPENDED,
- a change of name against the NTs record is registered and processed within the system.

During the interim period before the printed VT26 arrives at the VTS, the changes to the NTs shown should be written onto the existing VT26.

20.1.2 Ordering from the Catalogue

In the following instances the VTS must place an order from the Catalogue for a revised VT26 via their VTS Device:

- When test classes are added or removed from an NT's record,
- When test classes are added or removed from a VTS record,
- Following a Seamless Transfer where the VTS Name changes,
- When an NT's test group status reverts to DEMO TEST NEEDED following a period of inactivity,
- When it is updated back to QUALIFIED following a successful VT6,

20.2 Class 5L Testing

- All applicants must have a 1996 Specification Exhaust Gas Analyser (all other computer based equipment must enable a Class 5 test to be selected) and an MOT Inspection Manual for Class 5 Private Bus Testing must be purchased.
- Ensure that the VTS is Authorised to test Class 7 vehicles and that no restrictions apply e.g. testing diesels only or VTS only has a Plate Brake Tester (which are currently not approved for Class 5).
- Confirm, from the list of NTs supplied with the VT01, that they hold a status of QUALIFIED for Class 7.

20.3 Class 4A/5A

Seatbelt installation checks for vehicles are known as Class 4A

for Class 4 vehicles and Class 5A for Class 5 vehicles. Classes 4A and 5A tests can only be carried out at VTSs Approved to test Class 5 vehicles.

A full test of the vehicle must be carried out at the time of checking a seat belt installation.

A VTS may only conduct Class 4A and Class 5A tests if they are Approved to Class 5 vehicles. All Class 5 VTSs (**not** 5L) automatically qualify for 4A and 5A.

20.4 One Person Testing

A VTS which at the time of application has the above Approved status and which had this status on 31.03.07 may elect to operate as a One Person Test Lane (OPTL) where there is no requirement to install a 2005 Headlamp Aim Tester, a fully automated Brake tester or a weighing facility. VTSs seeking one person testing status which have an Approved status 'Effective from' date after 31.03.07 **must** install the full Automated Test Lane (ATL) equipment.

If a VTS has more than one test lane, they may operate a combination of conventional (two person testing), ATL and/or OPTL MOT testing. This detail must be made clear on the VT01.

Details of OPT equipment is captured within MOT Computerisation and the OPT equipment must either be recorded by the Site Manager during the VE's visit or can be added by the AO (refer to section 4.15.4 – [Entering Equipment Details](#)). Although the equipment is not calibrated, its mandatory maintenance declaration date and next check date (in 6 or 12 months time) must also be recorded in order to trigger appropriate Alert Messages.

AE-VTS Link details must be updated to show 'One Person Testing Approved' (refer to section 4.19 – [Confirming Authorisation](#)).

20.5 VTS Equipment

Although VTS equipment may be on the approved list, currently not all of it can be identified on MOT Computerisation. In such cases the relevant VOSA Default equipment is shown on the database in order to permit the VTS to carry out tests requiring that piece of equipment. In addition Siemens' installers may not have always matched equipment that *was* listed and have used the default listing instead. The significant disadvantage with this situation is that VOSA Default equipment doesn't require calibration records to be updated on the system in order to allow testing to continue although VTS should maintain the record all

the same.

20.5.1 Equipment Calibration

Where a VTS has Approved equipment listed, MOT Computerisation will prevent the VTS from testing all vehicle types/classes that the equipment is essential to test, until valid calibration details have been entered into MOT Computerisation. Alert 80 reminds VTS staff of calibration which is due (refer to Appendix 6 – [Alert Messages](#)).

20.5.1.1 Authorise Extension to Calibration Date

In exceptional circumstances e.g. where the VTS has arranged for the calibration but the due date of calibration has passed, the AEDM/SM may contact the Area Office to request an extension to the deadline.

The request should normally be submitted in writing and supported by documents/evidence of the pending booking date for the re-calibration.

Bearing in mind the prior warning alerts 7 and 30 days before the due date, the granting of a period of grace should only be given where an AE has genuinely been let down by a calibrator. Oversights or late planning on behalf of the AE are not reasons for using this process. AM/SVEs should always try to speak to the calibrator first hand to obtain their version of events. It should be impressed upon AEs that this concession is an exception and that they need to address the problem with their calibrator.

To do so

- Select View VTS Equipment Status
- Find the specific item of equipment in the displayed list and make a note of it's ID number or copy this (CTRL + C).
- Select the [Authorise Calibration Expiry Extension](#) from the menus and enter or paste (CTRL + V) in the equipment ID number and the VTS number.

Note: The VTS may resume testing for a 14 calendar day period of grace after the expiry date irrespective of when the extension is given and where re-calibration of the equipment subsequently does not take place MOT Computerisation will again prevent testing.

20.5.2 Non Listed Equipment

Where a VTS has new equipment which cannot be matched with any shown on the List of Acceptable Equipment on VOSAnet and

the AE claims that the manufacturer/agent has submitted it to the approval process, the VE must make a telephone call to the Contact Centre on 0845 6005977 stating that he needs MOT Technical Standards to resolve an equipment query. PVSM should be given:

- Equipment type
- Manufacturer
- Model
- Serial Number
- Name of VTS
- VTS number where the installation has taken place.

If PVSM are content that approval is being sought or will be sought, the VE must clearly show and highlight the equipment details in section D of the VT01 such that the AO MOT administrator can readily see that they need to enter the VOSA default equipment.

A Conditional Authorisation may be granted by the AM/SVE on condition that the manufacturer or retailer completes the approval process (refer to part 7.3 of [Requirements for Authorisation for a Vehicle Test Station \(All Classes\)](#)). The VT9 letter will cite all of the conditionally approved equipment details and should be copied to PVSM (refer to section 4.11.1 – [Initial AIP Visit](#) and section 4.19 – [Confirming Authorisation](#)).

If the equipment is not acceptable to PVSM and not under review and the AEDM refuses to acquire acceptable items of equipment; the Area Office must follow the Intent to Refuse procedures (refer to section 4.23 – [Intent to Refuse Process](#)).

Where acceptable listed equipment cannot be matched with any shown on the MOTCOMP list by the AO, the VOSA default equipment will be recorded to allow the VTS to test. The AO will take a print of the input VTS Equipment record showing equipment ID numbers and this should be handed over to the SM on the final visit.

20.6

Additional VTS Devices

Should an AE wish to have an additional VTS Device installed at a VTS there are three options available:

1. Lease a VTS Device from Siemens. Although payment is required to install the VTS Device, it remains the property of Siemens. To do this the AE must contact Siemens Service Desk.
2. Await the outcome of the twice-yearly Eligibility Exercise

(January and July) during which the VTS activity in terms of MOT tests performed per day is measured against set levels. If these levels are achieved a free-of-charge VTS Device will be offered (see details below).

3. Request a review of the VTS activity in terms of MOT tests performed per day by contacting the VOSA Service Delivery Team. This can be requested at any time outside of the fixed twice-yearly Eligibility Exercise. If activity achieves the set levels then a free-of-charge VTS Device will be offered (see details below).

20.6.1 Establish Eligibility for Additional Free-of-Charge VTS Devices

Siemens will check twice-yearly the VTS's activity to establish where increased MOT testing entitles VTSs to an additional VTS Device(s). Refer to [Service Standards – Dedicated Phone Lines and Additional Devices](#).

Following the twice-yearly Eligibility Exercise Siemens will provide reports to VOSA showing those VTSs that have been identified as eligible. Siemens will offer the VTS in writing an additional free-of-charge VTS Device.

20.6.2 Losing Eligibility for an installed Additional VTS Device(s)

During the same twice-yearly Eligibility Exercises, should Siemens establish that a VTS is no longer eligible to retain an additional free-of-charge VTS Device, they will notify the VTS in writing. The letter details their right to appeal against the decision and the procedures to follow. Refer to [Service Standards – Dedicated Phone Lines and Additional Devices](#).

20.6.3 Block on additional VTS Devices

There may be circumstances where a VTS has a high throughput due to tests taking significantly less than the national average time or where concurrent testing is taking place and the facilities are not suitable. The system makes provision for a block to be placed on individual sites receiving additional devices using [Update AE to VTS Link Details](#) but at present this radio button must not be set to BLOCKED. Where an AE's application for an additional device causes concern the matter should be referred to PVSM.

20.7 Removing, Installing or Relocating a VTS Device

Whenever a VTS Device needs to be installed at a new VTS, removed from a VTS about to close, or when a VTS wishes to

reposition a VTS Device at their premises, the Area Office must complete a VTS Device Movement Request form ([VT14](#)) and email to Siemens. The timing of the notification with regard to the circumstances is set out in the following sub sections.

Siemens will contact the AEDM/SM and agree a date and time to retrieve the VTS Device(s) and certain documentation items. They will confirm the agreed de-installation date with the Area Office via email.

20.7.1 Voluntary Surrender

Following receipt of confirmation of the voluntary surrender complete a VTS Device Movement Request Form ([VT14](#)) and email it to the addresses specified on the form **as soon as possible**.

Telephone the Service Desk with the details from the VT14. The Service Desk will raise an Incident Number to track the de-installation request.

Print a copy of the email and VT14, record the Incident Number notified to the Area Office via email, on the VT14 and file it in the MOT file(s).

20.7.2 Cessation with Standard 35 Days Notice – No Appeal

When a Notice of Cessation giving the standard 35 days notice is issued, b/f the file for 15 days before the effective due date of cessation.

If no appeal has been lodged against a Notice of Cessation 15 days prior to the due cessation date complete a VTS Device Movement Request Form ([VT14](#)) and email it to the addresses specified on the form.

Telephone the Service Desk with the details from the VT14. The Service Desk will raise an Incident Number to track the de-installation request.

Print a copy of the email and VT14, record the Incident Number notified to the Area Office via email, on the VT14 and file it in the MOT file(s).

20.7.3 Cessation with Standard 35 Days Notice - Appeal Submitted

When an appeal against a Notice of Cessation has been lodged do not progress further until the appeal decision has been received from Appeals Branch.

If the appeal is upheld the VTS Device will need to be left in situ,

and Siemens do not need to receive notification. If the appeal is disallowed complete a VTS Device Movement Request Form ([VT14](#)) and email it to the addresses specified on the form **as soon as possible**.

Telephone the Service Desk with the details from the VT14. The Service Desk will raise an Incident Number to track the de-installation request.

Print a copy of the email and VT14, record the Incident Number notified to the Area Office via email, on the VT14 and file it in the MOT file(s).

20.7.4 Immediate Cessation

If cessation is to be effective immediately complete a VTS Device Movement Request Form ([VT14](#)) and email it to the addresses specified on the form **as soon as possible**.

Telephone the Service Desk with the details from the VT14. The Service Desk will raise an Incident Number to track the de-installation request.

Print a copy of the email and VT14, record the Incident Number notified to the Area Office via email, on the VT14 and file it in the MOT file(s).

20.7.5 New Application Expected/Being Processed

Submit a [VT14](#) even when the Area Office is aware a new application for Authorisation at the VTS is pending or being processed. If necessary, the Service Desk will call the Area Office to discuss the details further as they progress their procedures from receipt of the completed VT14.

20.7.6 Seamless Transfer Pending

Where the VTS is to continue testing under the control of another AE, via the Seamless Transfer process, the VTS Device will remain in situ and a VT14 does not need to be completed however if Siemens are advised to cancel Direct Debits for the outgoing AE additional comment should be made regarding the retention of the VTS Device.

20.8 Dedicated Telephone Lines

VTS Devices connect to MOT Computerisation via a telephone line.

Under the MOT Computerisation agreement, Siemens has an obligation to provide dedicated telephone lines to VTSs where

MOT testing exceeds a specific daily number.

20.8.1 Establish Eligibility for Dedicated Phone Line

Siemens will check twice-yearly the VTS's activity to establish where increased MOT testing entitles VTSs to a dedicated telephone line. Refer to [Service Standards – Dedicated Phone Lines and Additional Devices](#).

Following the twice-yearly Eligibility Exercise Siemens will provide reports to VOSA showing those VTSs that have been identified as eligible. Siemens will offer the VTS in writing a dedicated telephone line.

20.8.2 Losing Eligibility for an installed Dedicated Telephone Line

During the same twice-yearly Eligibility Exercises, should Siemens establish that a VTS is no longer eligible to retain a dedicated telephone line, they will notify the VTS in writing. The letter details their right to appeal against the decision and the procedures to follow. Refer to [Service Standards – Dedicated Phone Lines and Additional Devices](#).