

Vehicle & Operator Services Agency Operations Manual

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27 Description of Activity

This is an assessment of a Nominated Tester to ensure the continuing competence on the test procedures (test routine and ability to use the equipment and VTS Device) the theoretical

knowledge and use of the Inspection Manual.

27.1 Trigger

This code should only be used for NT practical assessment as follows:

- When directed following disciplinary action.
- Before restarting testing following a period of inactivity
- When an additional test class is wanted (i.e. Class 3 or 5)

Note: There is no longer a periodic NT practical assessment activity.

'Demo Test Needed' NTs

NTs who have not tested for more than 6 months will have their appropriate Vehicle Group Status automatically set to DEMO TEST NEEDED by the system. In such cases it is up to the NT or his manager to request the MOT6.

Following an absence for more than 2 years an NT is required to attend a 'refresher' course. Following this attendance TS will amend his status from REFRESHER NEEDED to DEMO TEST NEEDED and will forward the training documentation to the AO in the same way as following an NTT1 course.

Class 3 and Class 5

NTs are expected to study the relevant differences in inspection procedures and standards by reading the Inspection Manuals. There is no documentation to request these additional classes of Group B vehicles and SMs are expected to request a practical test when their NTs are ready.

27.2 Making an Appointment

In all cases the activity should now be carried out by prior appointment when arrangements should be agreed regarding a suitable vehicle. In the case of directed MOT6s the following table shows the suitability of one class test demonstrating the suitability in another class which the NT is already switched on for.

Where an NT is returning to testing or wishes to test class 3 or 5 refer to section 29 – [MOT8 Preparation](#).

Satisfactory Demo Test in Class	Covers Classes
1 or 2	1 & 2
4	4 & 7

4 with additional Qs	3, 3 wheeled 4, 5
5	4, 5 & 7

27.3

On Site Preparation

The VE should ensure that the NT knows the purpose of the check. Care must be taken to put the NT as much at ease as possible to ensure that they conduct the test in a normal manner.

In the case of 'directed' MOT6s the NT should be requested to carry out a test ideally on a vehicle at the garage for test but a demonstration test can be undertaken if no 'MOTs' are on the premises. **Note:** VEs must not use their own vehicles for this purpose.

The computer system allows for another system user to input test result data however for the purpose of this exercise the NT should enter his own results unless he has a previously noted disability. Specifically the NT should use the VTS Device to:

- Log onto the system successfully, using their Smart Card and Password.
- Correctly register a vehicle for the appropriate test.
- Navigate the VSI to select the correct VSI for the vehicle on test
- Navigate the component hierarchy and select the appropriate RfR or advisory defect.
- Correctly enter measured test values.
- Produce all types of test documentation.

27.4

Observation

The VE should instruct the NT to carry out a full test using their normal procedure, and not to make any assumptions or omit anything from the test, as per the instructions from the Nominated Tester Practical Assessment Form. It should be confirmed with the NT that he will use a VT40 and this will clearly show the test result.

During the test the VE should make notes, but must avoid interfering with the practical examination in any way.

Consequently, they should make no comments nor get in the way, and should not follow the tester too closely.

Upon completion of the practical examination the VE should ask the NT if they have finished. At this stage, any of the defects found by the NT on their test should be checked by the VE to ensure that the decision was correct.

The NT should be asked questions about testing procedures for classes of vehicles within the same group that the VTS is authorised to test, e.g. if a demonstration has been carried out on a class IV the VE may ask questions about tyre and brake performance standards on a class 7.

Where necessary, the VE may demonstrate to the NT how any shortcomings in the test should have been examined correctly.

27.4.1 'Normal' Test Result Entry

A database test result cannot be altered, therefore it is important that the VE prevents an NT from inputting a Normal Test result at the end of the test where the test result would be incorrect or where a significantly poor test was witnessed.

In **exceptional** circumstances VEs may terminate the test via the function 'Abort Test by Admin' however it is preferable for the NT to see the error of his ways and to reach the correct decision himself. For the purpose of test result evidence it is important that the necessary VT40 documentation is completed prior to addressing any shortcomings as this may be the sole evidence for the intended test decision if a test is aborted before confirmation of the overall result. Where a real MOT is being demonstrated the NT must be instructed before the demonstration to clearly show his intended test result on the VT40. This does not apply where a training test has taken place, when a dummy certificate and normal registration and results entries are made.

27.4.2 Assessment Form

The NT Practical Assessment Form should be completed at the time of the test ensuring all deficiencies are included. The VE should go through it with the NT, pointing out any shortcomings. Where the VE is unsure as to whether the NT fully understood a procedure or standard he may ask questions to probe the NT's knowledge. The NT should then be asked to sign it.

If the VTS is authorised to use one person testing (ATL and OPTL) annotate the appropriate section of the form to show whether the demonstration was carried out using one person testing facilities in either automated (ATL) or manual (OPTL) mode, or whether conventional two person testing methods were used.

In all cases, a copy of NT Practical Assessment Form should be left for the AEDM or SM and all documentation must be returned to the Area Office as soon as possible.

27.5

MOT6 Assessment

All three types of candidate will be assessed using the same points principle following the MOT Testing Guide system in Appendix 8.2 and 8.3 to allocate points for the following:

- Any item missed or incorrectly checked.
- Improper use of test equipment.
- Incorrect assessment of testable items.

Using any points for deficiencies in the test, the 'satisfactory' standard of the demonstration will be determined differently as follows:

'Directed' candidates.

Refer to MOT Testing Guide Section I – The Disciplinary Action flowchart for action to be taken following points allocation. Where a candidate accumulates more than 10 points but does not warrant Formal Disciplinary Action this should be considered as Minor Shortcomings for internal processing, but 'unsatisfactory' as far as the demonstration test outcome is concerned.

'Demo Test Needed' or Class 3 or 5 applicants.

Refer to section 29.4 – [MOT8 Assessment](#).

27.5.1

Satisfactory MOT6

All candidates should be congratulated for reaching the required standard.

'Demo Test Needed' or Class 3 or 5 applicants.

They must be informed which classes they can test and that they can start testing immediately after the result has been entered on MOT Computerisation and their name or additional class has been written on the VT26 displayed on the MOT notice board, they do not have to wait for a replacement VT26 to arrive. Where an NT is set to QUALIFIED from DEMO TEST NEEDED for a particular test group, MOT Computerisation will automatically trigger the issue of a replacement VT26 if his name was not already listed. Where class 3 or 5 is being added, the VT26 must be ordered by an appropriate manager (see VTS Device User Guide 10N) from the VTS Device Catalogue.

27.5.1.1

Satisfactory result entered onto VTS Device

All candidates.

Using [Record Result of Demonstration Test](#) (VOSA User Guide CX1) on the VTS Device, the VE selects the following options:

- Test type: Routine Demonstration (MOT6)
- Test Result: Satisfactory
- Revised NT Status: Qualified

‘Demo Test Needed’ or Class 3 or 5 applicants.

‘Set’ the appropriate classes within that test group as per the MOT8 OIs (refer to section 29.2 – [MOT8 Preparation](#)) irrespective of whether the VTS is authorised for all of them or not.

Where an NT has been approved to test class 5s, he should also be switched on for class 4A and class 5A **except** where they are at a class 5L VTS where only class 5 must be switched on.

Note:- Should the VE select the wrong test classes or miss some of the classes the NT is qualified to test, the VE will be unable to alter any details after confirming the screen without entering another test number.

27.5.1.2 NTT Certificate Issue

Candidates who have passed a class 3 or 5 assessment must receive updated [VT78c](#). These can be pre-printed and handed over by the VE or sent to the NT’s home address with standard letter [SL2-027](#). The AE must be notified separately by means of standard letter [SL2-026](#).

Where appropriate, certificates should show Class 4A and 5A as separate classes. As class 5L is not a formal class, certificates must show class 5.

Note: Where a satisfactory class 5L test has been demonstrated at a new class 5L VTS, the NT’s details should then be included on the [VT04](#) – Class 5L Application Progress Evaluation Sheet.

27.5.2 Minor Shortcomings

This result only applies to ‘directed’ MOT6 candidates and is an internal VOSA outcome. For the purposes of MOT Computerisation and the result of the Demonstration Test it is taken to be ‘Unsatisfactory’ and [27.5.3.1](#) below should be referred to.

27.5.2.1 Advisory Letters

The minor shortcomings of the NT Practical Assessment Form should be formally addressed by issuing the MOT6 Observed Test - AWL pack letters to AE and NT (VOSA Documentation on laptop) recommending further training, requiring another MOT6 and voluntary suspension from testing.

The VE may recommend that the NT attends an NTTD training course. The [VT78d](#) form must be completed showing the reasons for the recommendation and then passed to the NT for completion and submission. This recommendation does not prevent the NT from continuing to test, but failure to act upon it could decrease the value of anything put to VOSA in mitigation should formal disciplinary action against the NT be considered by VOSA within the following 5 years.

27.5.3 Unsatisfactory MOT6

'Directed' candidates.

The appropriate disciplinary action procedure should be followed in cases of sub-standard testing, as per the MOT Testing Guide Section I. Where Formal Disciplinary Action is considered an interview must be conducted. Refer to section 40 – [Interview Procedures](#).

'Demo Test Needed' or Class 3 or 5 applicants.

Refer to section 29.4.2 - [Unsatisfactory MOT8](#), for the procedures to be followed for these candidates.

27.5.3.1 Unsatisfactory Result entered onto VTS Device

Where the result is unsatisfactory, using [Record Result of Demonstration Test](#) (VOSA User Guide CX1), the VE selects the following options:

- Test type: Routine Demonstration (MOT6)
- Test Result: Unsatisfactory
- Revised NT Status: **Not Changed** (Demo Test Needed or Qualified)

The details of any shortcomings and any recommendations must be recorded in the comments box. As with any data, it is important that any 'free text' comments are clear and factual. A record of disciplinary points must not be included but "referred to AM for consideration" should be recorded.

The VE must ensure that the test classes are set at "no change" and that the NT's status will remain at "DEMO TEST NEEDED" or 'QUALIFIED' as originally set. **Note:** VEs must not enforce an NT's suspension or a recommendation for further training by changing a NT's Vehicle Group or Test Class status. This must be enforced through formal disciplinary action procedures however advice can be given to the AE as to the consequences of this NT continuing to test.

Note:- Should the VE select the wrong test classes or miss some of the classes the NT is qualified to test, the VE will be unable to

alter any details after confirming the screen without entering another test number and in such cases the AO should be asked to make the necessary corrections.

27.5.3.2 Disciplinary Documentation

The shortcomings of the NT Practical Assessment Form should be formally addressed by issuing the MOT6 Observed Test - DAR pack letters to AE and NT (VOSA Documentation on laptop). Completion of these documents should be completed by the VE or SVE as per local practice.

27.6 Testing under Fallback, SAT or ET

If a testing station is in Fallback or SAT, a MOT6 should only be carried out if genuine tests are available, as the Service Desk and SAT mode cannot support training tests. This means that MOT6 exercises for Demo Test Needed and additional classes cannot be completed in these circumstances. If a genuine test can be carried out then the VE should recognise that the use of Fallback may be alien to the Tester and should aid him through this process if required. The Actual test should be observed and scored as normal. A similar policy should be exercised with regard to VTS who are operating under ET conditions.

Note: SAT and Fallback do not support a PRS result.

