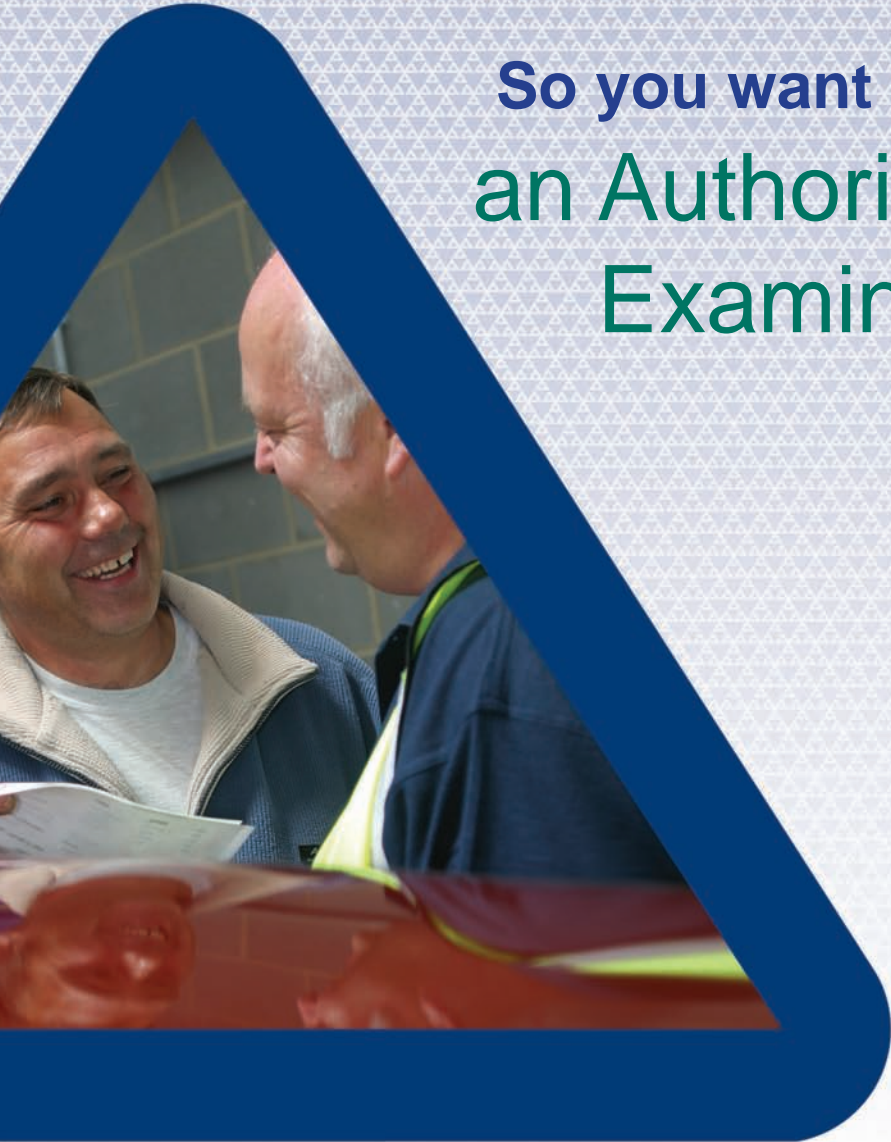


So you want to be an Authorised Examiner?



MOT

*An executive agency of the
Department for
Transport*

What is an Authorised Examiner?

An Authorised Examiner (AE) is either an individual, a partnership or a company, which has been authorised by VOSA to offer an MOT Testing service on behalf of the Secretary of State for Transport at an approved Vehicle Testing Station (VTS).

What do AEs do?

The AE;

- ▶ Operates and manages one or more approved VTS;
- ▶ Is responsible for providing and maintaining testing facilities and test equipment;
- ▶ Facilitates Nominated Testers (VTS) training;
- ▶ Is responsible for the NTs testing activities.

Note: It is important that you understand all that is required of an AE before signing the application.

What next?

Obtain a copy of the Requirements for Authorisation for an Authorised Examiner, the List of Acceptable Equipment and an Application for MOT Authorisation or a Variation to MOT Authorisation (VT01) form by visiting:

www.businesslink.gov.uk/gettingstartedmottesting

PLEASE READ THE DOCUMENTS CAREFULLY

Complete the VT01 form and return it to your local VOSA office. If you are unsure of any requirements, please seek further guidance from them before submitting the application. For your local VOSA office contact details please visit:

www.vosa.gov.uk/vosalocationsandoffices

Remember, that you really do need to be aware of everything in the MOT Testing Guide before you take on these responsibilities and that failure to comply with the authorisation requirements of the MOT Testing Scheme may lead to your application being delayed or rejected.

What additional information do I need to provide with my application form?

What else do I need before I can conduct testing?

The following information may be required at the time of application, depending on your business type;

- ▶ A counter signed Photographic Identification for each applicant;
- ▶ A declaration of Non Conviction for each person involved with the Authorisation (this includes all company directors);
- ▶ A Declaration of Conviction for the Company;
- ▶ An office or correspondence address;
- ▶ A copy of the Register of Companies Record of Appointments or a Partnership Agreement;
- ▶ Evidence of compliance with the Companies Act 2006;
- ▶ A declaration that you are and/or have not been adjudged bankrupt or sequestrated with in the last 5 years;
- ▶ Have or be, a Trained Person who has attended the VOSA's MOT Managers Course.

What else do I need before I can conduct testing?

You need an approved Vehicle Testing Station and a Nominated Tester linked to that VTS, each of which have their own particular application requirements.

If you are thinking of buying an existing VTS, an authorisation is not automatically transferred with a business. You will need to apply for authorisation in your own right. You must not continue to conduct MOT testing when you take over an existing site, unless prior written authorisation has been issued by VOSA.

For a new building or installation, you can provide a completed application and seek an 'approval in principal' based on your layout plans before committing yourself to expensive building work or alterations.

The key is to ensure that your proposals are acceptable to VOSA at the earliest stage possible to avoid any unnecessary delay.

Where do I find these requirements for a VTS and NT?

For more information on these requirements please refer to the following documents;

- ▶ Requirements for Authorisation for all Classes;
- ▶ Requirements for Authorisation for Classes 1 and 2;
- ▶ Requirements for Authorisation for Classes 3 and 4;
- ▶ Requirements for Authorisation for Classes 5;
- ▶ Requirements for Authorisation for Classes 7;
- ▶ So you want to be a Nominated Tester;

These are available from:

www.businesslink.gov.uk/gettingstartedmottesting

How much does an Authorised Examiner application cost?

The application process to become an Authorised Examiner is free.

When phoning the VOSA Contact Centre (**0300 123 9000***) select option 4 for enquiries.

Your call may be monitored or recorded for lawful purposes.

* Calls provided by BT are charged at a low rate. Charges from other providers may vary.

Further information and guidance is available from:

www.businesslink.gov.uk

Visit our websites:

for commercial customers
www.businesslink.gov.uk/transport

for private motorists
www.direct.gov.uk

for corporate information
www.dft.gov.uk/vosa

Contact us:

E-mail
enquiries@vosa.gov.uk

National Number
0300 123 9000*

Monday to Friday - 7.30am until 6.00pm
(normal working hours)

