

# MOT SPECIAL NOTICE



**Issue Number**

**3 - 2011**

**Issue Date**

**May 2011**

**All Authorised Examiners and Designated Councils in Classes**

**All Classes**

**The last Special Notice issued was**

**2 - 2011 All Classes**

Is it mandatory to print this Special Notice?			Printed Copy Not Required
Item	Page	Subject	Relevant to
1	1	Site Assessments	AEs & NTs All Classes
2	1	Revised Best Practice Guide	AEs & NTs All Classes
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## Item 1: Site Assessments

In June 2011 Site Assessment visits will change. Following discussions with the trade and a successful trial, the assessment process will focus more closely on the MOT test standards applied, methods of inspection and the supporting processes.

The revised Site Assessment visits will result in a reduced number of questions on the MOT operation and equipment at a site. Vehicle Examiners will continue to conduct unannounced visits and base their findings on evidence available. It is expected that this revised site assessment will result in a reduced visit duration.

To support this process a revised Site Assessment Risk Scoring Guide and self assessment form will be available online at [www.businesslink.gov.uk/vtselfassessment](http://www.businesslink.gov.uk/vtselfassessment) from June 2011.

Current Site Assessment activity plans and visit schedules remain unchanged.

## Item 2: Revised Best Practice Guide

A revised 'best practice guide' has also been produced to support the introduction of the new site assessment. It provides an introduction to some basic systems involved in running a Vehicle Testing Station (VTS), regardless of location, business size or the classes of vehicle tested.

The guide will be useful for Authorised Examiners (AE), Nominated Testers (NT) and those who are responsible for providing support to, or assisting in the operation of a VTS. New AEs will find advice on how to develop basic systems for monitoring and maintaining a site assessment low risk score. Whereas, established AEs can use this Guide as a benchmark to assess the suitability of existing systems. Example documents that may assist with the reduction of your risk score are also available.

This guide provides suggested best practice only as VOSA recognise that a VTS can be managed effectively and site assessment risk score reduced, by using alternative systems and methods.

The revised guide will be available online at [www.businesslink.gov.uk/vtselfassessment](http://www.businesslink.gov.uk/vtselfassessment) from June 2011.

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If you have any queries regarding this Special Notice or other testing matters please call the VOSA Contact Centre on 0300 123 9000.

### **Item 3: Quality Control Checks**

In June the disciplinary sanction for missing QC checks will be removed and a greater emphasis will be placed on QC systems and their contribution to a sites risk score.

In addition the minimum QC system frequency has been revised;

“Each NT listed on the VT26 must have one QC check for each Test Group that they are nominated to test, within each Authorisation at least once every two calendar months.”

The method of conducting and recording checks remains unchanged.

Reducing the minimum frequency and removing the disciplinary element of QC checks, will alleviate some of the burden, allowing AE's to develop a QC regime more suited to their individual business.

The revised site assessment process will take greater account of any proactive initiatives and systems AE's employ, to monitor and improve testing standards at their sites. Evidence of systems and procedures that monitor and improve their NTs, and other staff, will be scored more favourably than those who fail to, or only implement, the minimum requirements.

Sites with only one NT can also improve their score by introducing systems to monitor and improve their testing standards.

Further information may be found in the Site Assessment Risk Scoring Guide and Best Practice Guide at [www.businesslink.gov.uk/vtselfassessment](http://www.businesslink.gov.uk/vtselfassessment)

The MOT Testing Guide will be updated to reflect these changes at the next available opportunity.

### **Item 4: Austerity Measures**

Following the MOT Consultation in January 2011 the Minister has agreed to approve the following changes. The exact details and the timing of some of these changes has yet to be finalised.

#### **1. Hard Copy Manuals and Guide**

On receipt of this special notice the requirement to keep hard copies of the Inspection Manuals and MOT Test Guide will no longer be a requirement and hard copy updates to these documents will no longer be supplied.

Electronic copies will continue to be available via the VTS Device and also online at [www.dft.gov.uk/vosa/vehicle-testing-manuals-and-guides](http://www.dft.gov.uk/vosa/vehicle-testing-manuals-and-guides)

#### **2. VOSA Service Desk telephone number**

The Service Desk telephone number (0845 071 1973) will be changing to a national rate number. It is intended that the change will take place in summer 2011.

#### **3 Public Enquiry Service**

The MOT status and history check telephone services will cease. The following numbers will no longer be available: 0870 330 0444 (MOT Status check); 0906 120 9941 (History check service). These numbers will for a short period still appear on the MOT Certificate (VT20) however; callers to these telephone numbers will be advised that they can access these services via [www.direct.gov.uk/checkyourmot](http://www.direct.gov.uk/checkyourmot).

#### **4 Replacement of pre-printed forms with plain paper**

Current pre-printed forms will be replaced with plain paper documents. However, before this can take place, all existing dot matrix printers will be replaced with laser printers. The replacement programme will take approximately four months. Once all laser printers are in place, printing on pre-printed documents will cease.

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It is intended that the laser printer roll out will take place during Summer 2011, with the move to plain paper documents taking place in Autumn 2011.

Further information advising you of the exact dates, details and impacts of all of these changes will be issued nearer the time

A handwritten signature in black ink, appearing to read 'Alan Wilson', with a small dot at the end.

Alan Wilson  
Head of Testing Schemes Management

**All Nominated Testers must acknowledge via the VTS Device that they have read and understood the contents of this Special Notice.**