

MOT SPECIAL NOTICE



Issue Number

4 - 2009

Issue Date

April 2009

All Authorised Examiners and Designated Councils in Classes

All Classes

The last Special Notice issued was

3 - 2009 All Classes

Is it mandatory to print this Special Notice:	Printed Copy Required
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2	1	Introduction of Towbar testing for Classes III, IV, V & VII	AEs & NTs Class III, IV, V & VII
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Item 1: Reinstatement of certain registration plate checks

Following the suspension of certain registration plate checks in November 2007, a number of the suspended Methods of Inspection and Reasons for Rejection are to be reintroduced from 27 April 2009.

The Sections of the Manual this applies to are: Class I, II, III, IV & VII Section 6.3

Class V Section 6.12

Item 2: Introduction of Towbar testing for Classes III, IV, V & VII

The testing of towbars and their attachment to the vehicle will be introduced from 27 April 2009. There will be a new sub-section 6.13 for Class V and 6.6 for Classes III, IV & VII.

A temporary Inspection Manual page is attached to this S/N, which must be used until the VTS Device is updated in the next few weeks. At that time temporary new pages can be printed from the VTS Device and inserted into the appropriate Manual.

Item 3: Risk Assessment on VTS Operating Details

In June 2008, a letter was sent to every Authorised Examiner to inform them of the risk score and risk segment that had been calculated for their VTS(s) following analysis of the initial Site Assessment results.

The letter advised that in due course VTS staff with specified roles would be able to view the VTS risk score on MOT Computerisation. This facility will be introduced on 5 May 2009 when VTS staff with a role of AE Designated Manager, AE Delegate, Site Manager and VTS Admin will be able to view the risk score and risk segment for each VTS at which they hold that role.

The information will be displayed on the VTS Operating Details screen in a new section entitled Risk Assessment as illustrated below.

Risk Assessment

Risk Score: nnnn Calculated on: dd/mm/yyyy

Risk Segment:xxxxx Assigned on: dd/mm/yyyy

Risk Score

The risk score is calculated from information from the most recent Site Assessment at the VTS and disciplinary history at the VTS. In future the risk score may be modified by MOT Computerisation data about the VTS throughput.

Your risk score will have changed since the letter of June 2008, because:

- it now takes into account disciplinary history at the VTS,
- you may have had another Site Assessment,
- the way in which the score is calculated has been refined based on the outcomes of visits carried out in the last year.

In future, your VTS risk score will be re-calculated monthly and may change when any of the following events occur:

- a Site Assessment is carried out
- a Formal Warning is issued following an unsatisfactory activity at the VTS
- VOSA changes the way in which risk scores are calculated
- there is a significant change in VTS throughput

Risk Segment

The risk segment assigned by MOT Computerisation is dependent on the value of the risk score. VOSA sets the risk segment threshold scores so that it can direct its resources where they are needed most and concentrate on those VTSs that potentially pose a threat to road safety through a greater risk of non-compliance. VOSA may change the threshold values periodically to ensure the continuing effectiveness of the targeted risk based enforcement approach.

Red Segment

VOSA regards VTSs in the red segment as being a high risk of non-compliance. The VTS risk score is a cause for concern and accordingly a number of targeted enforcement checks at the VTS will be conducted. During these visits advice and guidance will be provided to assist the VTS in reducing the risk of non-compliance.

Amber Segment

VOSA regards VTSs in the amber segment as being a medium risk of non-compliance. The VTS risk score indicates a continuing need to regularly conduct enforcement checks, during which advice and guidance will be provided to assist the VTS in reducing the risk of non-compliance.

Green Segment

VOSA regards VTSs in the green segment as being a low risk of non-compliance. The VTS risk score indicates that there may not be a need to conduct enforcement checks although compliance monitoring will continue, either via a telephone call or remote monitoring using MOT Computerisation.

White Segment

VTSs in the white segment are either a new VTS or a VTS where there has been a change of authorisation and none of the AEPs from the old entity continue under the new entity. These VTSs do not have a risk score until an initial Site Assessment is carried out, normally 6 months after authorisation. The VTS risk score will be calculated after the Site Assessment and the risk segment will change according to the value of the risk score.

A VTS risk segment may change for the following reasons:

- The VTS risk score increases such that it crosses the threshold into a higher risk segment. The level of enforcement checks conducted at the VTS will increase accordingly.
- VOSA changes the values of the risk segment thresholds. In these circumstances VTSs that are borderline to the threshold scores may move to a higher or lower risk segment. The level of enforcement checks conducted at VTSs that move to a higher segment will increase accordingly. The level of enforcement checks at VTSs that move to a lower risk segment in these circumstances may not alter until the next Site Assessment is conducted.

Accessing the enquiry

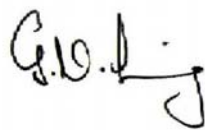
From the Main Menu

↳ Administration

↳ VTS Administration Functions

↳ Update VTS Operating Details

The screen enables the user to change certain information about the VTS operating details. The new Risk Assessment section is provided for information only.



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

Annex A

The references in the following table list the specific Reasons for Rejection to be re-introduced and which will be available for selection on the VTS Device from 27 April 2009:

Failure Text	Class	
	I & II	III, IV, V & VII
A front registration plate does not have black characters on a white background	N/A	RfR 2.a
A rear registration plate does not have black characters on a yellow background	RfR 2.a	RfR 2.b
The registration plate background overprinted or shadowed with text e.g. vehicle manufacturer name	RfR 1.e	
A registration plate obviously displaying a honeycomb or similar effect background	RfR 3.c	
A registration plate with a non-reflective border obviously wider than permitted or positioned too close to the characters	RfR 4.h	

The references in the following table list the specific Reasons for Rejection which are now obsolete and will remain unavailable for selection:

Failure Text	All Classes
A registration plate obviously not displaying the name and postcode of the supplying outlet	RfR 3.a
A registration plate obviously not displaying a BSAU 145d marking	RfR 3.b
A dual purpose registration plate displaying a symbol other than an acceptable international symbol or flag	RfR 5

The relevant Inspection Manual pages on the VTS Device will be updated within the next few weeks, which will result in some changes to RfR numbering i.e. RfR 3.c will become RfR 3 and RfR 5 will relate to VIN (currently RfR 6). The new pages can then be printed to temporarily replace any existing hard copy documents.

Annex B Temporary Towbar pages for Class III, IV, V & VII

Information	Method of Inspection	Reason for Rejection
<p>This inspection applies to: all types of towbar fitted to the rear of a vehicle. It does not include emergency towing eyes.</p> <p>If a tow ball or pin is not fitted at the time of test, e.g. because it is detachable, has been unbolted or otherwise removed, but the attachment brackets are still in place these brackets should still be assessed unless they have been deliberately rendered unfit for further use.</p> <p>Assessing wear Wear in a pin, jaw or hook should be regarded as excessive if the thickness of the metal at any point is reduced by more than 25% of the original thickness. Pin locating holes should be rejected if they are worn or elongated by more than 25% of their original diameter. These criteria also apply to pins and brackets for any height adjustment or swivel devices.</p> <p>For tow balls the amount of acceptable wear is considerably less. However, a tow ball should only be rejected if a visual assessment indicates that the tow ball is obviously excessively worn.</p> <p>Play in detachable tow balls Some detachable tow balls have play between the receiver socket and the tapered swan neck fitting, with up to 3mm movement measured at the ball end. Reason for Rejection 4a should only be used where play is greater than this.</p> <p>Inspection of components No covers or panels shall be removed to facilitate the inspection of any components, including tow ball covers. However, it may be necessary to inspect some components from inside the luggage compartment, including lifting of loose fitting mats or carpet.</p> <p>Quick release mechanisms must not be operated, only visually assessed</p>	<ol style="list-style-type: none"> 1. Visually assess the towbar for wear and pull on the towbar and/or its mountings to check for security, corrosion, fractures or damage. 2. Check the towbar assembly is attached to the vehicle structure using mountings, supports and fixings of an appropriate size and type. 3. Check the presence and security of: <ol style="list-style-type: none"> a. retaining devices e.g. nuts & bolts b. locking devices e.g. split pins, 'R' pins. <p>Note: Some locking devices are not obvious. In such cases, the vehicle presenter should be advised of any evidence of disturbance or insecurity.</p> 4. On detachable tow balls: <ol style="list-style-type: none"> a. check for play between the tow ball arm and its receiver socket b. visually assess the condition of any quick release mechanism. 5. On height adjustable or swivelling towbars, check: <ol style="list-style-type: none"> a. for presence, and security of locating or swivel pins b. locating or swivel pins and brackets for excessive play or wear c. locating or swivel pin retaining devices for presence and security. 6. Check the condition of the body and chassis in the vicinity of the towbar mountings. 	<ol style="list-style-type: none"> 1. A towbar component insecure, fractured or excessively: <ul style="list-style-type: none"> • worn • corroded, or • damaged. 2. Towbar assembly is attached to the vehicle structure using a mounting, support or fixing which is obviously of an inappropriate size or type. 3. <ol style="list-style-type: none"> a. Retaining device missing or insecure b. locking device missing, insecure, inadequate or damaged to the extent that its operation is impaired. 4. <ol style="list-style-type: none"> a. Excessive play between a detachable tow ball and its receiver socket b. a quick release mechanism that does not secure the tow ball arm as intended. 5. <ol style="list-style-type: none"> a. A locating or swivel pin missing or insecure b. excessive play or wear in a locating or swivel pin or bracket c. a locating or swivel pin retaining device missing or insecure. 6. Any deliberate modification, excessive corrosion, damage, fracture or inadequate repair of a load bearing structure or supporting panelling within 30cm of the towbar mountings, which affects its strength to the extent that the security of attachment of the towbar is significantly reduced.