

MOT TESTING SCHEME

Requirements for Authorisation

Requirements for Authorisation for a Vehicle Test Station (Common to all Classes)

The Vehicle and Operator Services Agency, on behalf of the Secretary of State appoints Authorised Examiners and Designated Councils to carry out inspections known generally as MOT tests. This document sets out the application procedure and requirements that must be met.

IMPORTANT:

THIS DOCUMENT SHOULD BE READ IN CONJUNCTION
WITH THE REQUIREMENTS FOR AUTHORISATION FOR A
VEHICLE TEST STATION (SPECIFIC CLASS)

WARNING:

Applicants are advised not to proceed with alterations to buildings or purchase of equipment, etc, before receiving written approval in principle from the Vehicle and Operator Services Agency.

Requirements for Authorisation for a Vehicle Test Station (All Classes)

1.0 Introduction

- 1 This section details the requirements for those applying to have a site approved as a VTS or seeking approval for changes to an existing VTS. It covers:
 - How to Apply
 - Application Enclosures
 - Requirements for Premises
 - Equipment Requirements
 - MOT Testing Signs and Notices
 - Acceptable Variations to Layout and Equipment

2.0 How to Apply

- 1 Applications must be made on the current Application for MOT Authorisation Form (VT01). All relevant sections should be completed and the signed form returned to a local VOSA Office along with any requested enclosures as outlined in this section.
- 2 Those applying should not submit their application until confident that it will fully meet all the requirements, approval to test will only be granted to applicants who also meet the requirements to be an Authorised Examiner or are already authorised.
- 3 The requirements in this section should be read in conjunction with the Class Specific Requirements (for classes approval is sort) and the List of Acceptable Equipment.

Note: If the applicant proposes to carry out building alterations or obtain new equipment, it is recommended that this is **not** done before VOSA has given approval in principle to the application.

3.0 Application Enclosures

- 1 Applications for a new site to be approved for testing or alterations to existing sites will need to be supported by the following evidence;
 - a) site plan showing the buildings, the location of the testing bay, the access from and to the public highway, the proposed parking area for MOT test vehicles and the location of the MOT notice board;
 - b) a fully dimensioned drawing of the proposed testing bay, or bays, showing adjacent equipment and parts of the building, the location of the test equipment, the position and dimensions of the entrances and exits, and the area from which the test may be observed
 - c) planning permission (or an exemption), or written confirmation from the Local Authority that the existing approval covers MOT testing;

Note: The plan and drawings must show that the site will meet the requirements outlined in this section and the requirements for the class(es) approval to test is sort.

4.0 Requirements for premises

For a site to be considered for approval it must provide the following.

4.1 Premises with:

- a) a test bay and observation area housed in a weatherproof building. The building although weatherproof need not be draught-free, but must be capable of being totally enclosed and provide a satisfactory working area. The test facilities must be reasonably free from oil contamination, exhaust fumes, noise or other pollution from adjacent work areas;
- b) equipment laid out so that testing can be performed effectively. The equipment should be laid out and located so that other garage activities will not effect the proper conduct of the test;
- c) an unobstructed safe and easy access via a metalled road from the site entrance to the building entrance, such that vehicles can enter and leave the site in a forward direction. If the site entrance is not on a public road, the metalled requirement cannot be insisted upon for roads outside the site on which the premises are situated. If the site entrance is on a public road it must be possible to drive into and out of the premises in a forward direction. A metalled road does not need to be bonded. Clearly it needs to be a reasonable surface which is not likely to damage vehicles;
- d) adequate off road parking;
- e) a clearly identified, warm and weatherproof public waiting room or area from which the whole test can be directly observed without interruption, except for road testing (room for 2 seated people is considered sufficient). Directly observed means that for example mirrors or close circuit TV are not acceptable. The observation room or area should be identified by a notice and floor markings if applicable. There should also be a notice in reception indicating the presence of a viewing area;
- f) a suitable location or route for the conducting decelerometer brake tests.

4.2 A test bay with:

- a) clear unobstructed access from the entrance of the building;
- b) vehicle entrances and exits that conform to the dimensions applicable to the class(es) for which authorisation is sought;

- c) a width which conforms to the dimensions applicable to the classes which authorisation is sought. Minor intrusions such as wall piers may encroach on these dimensions provided vehicle testing is not impeded. 'Minor intrusion' means any part of the building structure or other fixtures which come within the minimum bay outline. They must be so positioned that vehicle movement and the recommended method of inspection are not impeded. Items of equipment other than the brake tester console and a desk surface for MOT purposes are not normally permitted;
- d) headroom which conforms to the dimensions applicable to the class(es) for which authorisation is sought;
- e) adequate general illumination. There must be sufficient artificial lighting to enable testing to be carried out without difficulty.

4.3 A layout:

- a) Which conforms to the requirements of the class for which authorisation is sought;
- b) without walls or partitions between adjacent test bays;
- c) with at least the dimensions between the centre lines of test equipment in adjacent bays which is applicable to the classes for which authorisation is sought. Test equipment to be centrally located in test bays (not applicable Classes I & II);
- d) with at least 0.5m clearance around all parts of a lift, including control boxes. (not applicable to Classes I & II).

MOT Testing Distraction or Disruption.

There is an increased likelihood of distraction and disruption to MOT tests when bays are not separated by walls, etc. from other activities on the premises.

New applicants should be aware that where VOSA considers there may be a risk of testing distraction or disruption, they may be asked to clearly outline the boundaries of the test bays in 'open plan' workshops/premises. Test bays must then be kept clear of all non-MOT testing activities and equipment. Where it is obvious that other activities or 'people traffic' (e.g. stores counters, rest rooms, spares racks, etc.) could encroach onto a test bay, **1m high** barriers preventing this and, if appropriate, suitable notices will be required.

Existing testing stations that make alterations increasing the likelihood of testing distraction or disruption may be required to comply with the above paragraph.

5.0 Equipment Requirements

5.1 Major Equipment

1. A means of allowing the underside of vehicles to be properly examined without obstruction or hindrance; (fitted with steering and suspension play detectors off the VOSA list of acceptable equipment if an ATL or OPTL installation);

A Testing Station may be permitted to have more than one underside inspection facility which share the same brake tester, headlamp testing area and emissions equipment providing;

- i) the underside facilities are in the same building and the bays are adjacent or close to each other;
- ii) the additional underside facility meets the requirements for the class(es) tested;
- iii) if the additional underside facility is used as a headlamp standing area then it must have a dedicated headlamp aim tester. The facility must also meet all the requirements associated with headlamp testing, including level and calibration certificates;
- iv) the viewing area has an unrestricted view of all the testing facilities, if this cannot be achieved from one viewing area then additional viewing areas must be provided;
- v) the provision of the additional underside inspection facility does not adversely affect the standard of the test.

The final decision on granting authorisation to an applicant who wishes to install more than one underside inspection facility rests with the VOSA local area manager. It will be judged on the effect that the installation has on the primary facility.

2. A headlamp aim testing facility, this equipment must be approved to the 2005 Headlamp Beam Tester specification if installed in an ATL;
3. Brake testing equipment (fully automated if an ATL installation);
4. Emissions testing equipment; (if applicable)

All testing equipment must be kept in good working order. Measuring apparatus must be calibrated in accordance with VOSA's requirements. If an item of mandatory test equipment is not re-calibrated by its due date then testing which uses that item will be prevented until the item is re-calibrated. Calibration details must be accurately entered onto the VTS Device as soon as practicable after calibration has been satisfactorily completed

Automated Test Lanes

Automated Test Lanes can be installed to any of the suggested layouts contained in the Class III & IV Vehicles Installation and Equipment Requirements, however

authorisation will only be granted for installations that meet the full conditions and dimensions as set out in the relevant sections with in the Application Pack.

5.2 Miscellaneous Equipment:

1. a tyre tread depth gauge selected from VOSA's latest list of acceptable equipment;
2. corrosion assessment tool;
3. suitable pinch bars, long and short (N/A classes I & II);
4. a steel tape measure (min extended length 1.0m);
5. suitable wheel chocks for the class(es) of vehicle to be tested (not applicable classes I & II);
6. brake pedal application device off the VOSA list of acceptable equipment (only mandatory for ATL & OPTL installations);
7. suitably positioned mirrors or colour CCTV system for lighting checks (only mandatory for ATL & OPTL installations).
8. a hand held low voltage inspection lamp, (**Note:** clip-on battery types are not acceptable);

The hand lamp should preferably be a 'lead lamp', but re-chargeable or battery lamps can be acceptable. 'Low voltage' is regarded as 24 volts or less. 110 volts from a centre earth tapped transformer (i.e. 2x55) can be accepted (In the case of class V the lamp supply lead shall be captive to a system of running eyes along a rail or cable such that the lead cannot trail either on the pit or workshop floor).

6.0 MOT Testing Signs and Notices

1. A Vehicle Testing Station sign (three triangles detailed in 'The Traffic Signs Regulations and General Directions 2002, Schedule 4, diagram 864'). The prescribed testing station sign to be displayed in a prominent position, no part higher than 4.5m from the ground and no more than one sign on each road frontage.
2. VTSs must display a "**Diesels Tested**" sign in appropriate position outside the VTS if appropriate to the vehicles that they are authorised to test (as detailed in Appendix 2 of the MOT Testing Guide). Display of the 'catalysts tested' sign is voluntary.
3. The business trading name as described within either the Companies or the Business Names Acts is displayed conspicuous and legibly.
4. An MOT notice board with a protective transparent covering so positioned that VOSA notices can easily be read by anyone submitting

vehicles for test. The board must be of sufficient size to accommodate at least six A4 notices (Portrait).

7.0 Acceptable Variations to Layout and Equipment

7.1 Layout and Equipment

Provided there is no change in the class of vehicles tested and the security requirements are complied with, particular variations will be allowed for Authorised Examiners and applicants as shown below.

a) Existing Authorised Examiners moving their test bay or equipment within their present building(s).

The test bay and equipment layout of these existing Authorised Examiners will be considered suitable if they meet the requirements as laid down in section 3.0 to 5.0 above, except where it would be impossible to do so without major structural alteration, such as significant work to the roof, floor or load-bearing walls.

Test equipment requirements will be considered met if the existing Authorised Examiner retains his current equipment. If new equipment is obtained, it must meet the current relevant requirements.

b) New applicants or existing Authorised Examiners moving into previously authorised premises using an existing test bay where an NT has carried out a test and issued a test certificate within the previous 12 months.

The test bay and equipment layout of new applicants moving into previously authorised premises will be considered suitable if they meet the Requirements for Authorisations (previously called Conditions of Appointment) that were current when the site was last accepted. Occasionally, certain updates will have to be complied with i.e. test equipment, tools etc. Advice should be sought from local VOSA Office at initial inspection.

Test equipment requirements will be considered met if the equipment last used for MOT testing is retained, provided that it is still in full working order. However, any changes to required equipment that would have been necessary had the premises been in continuous testing must also be complied with.

Note: The Salter type brake meter (pull along brake tester) is not acceptable for new or re-authorisations.

7.2 Authorised Examiners and new applicants in remote rural areas

The premises, equipment layout and equipment of Authorised Examiners and new applicants in remote rural areas will be considered suitable if the requirements are met in VOSA's view as far as is reasonably possible.

To be considered for remote rural area status:

- a) the premises must be 15 miles or more by road from a testing station that meets the specification as laid down in Section 3.0 to 5.0 or as varied by 7.1a.
- b) not more than 350 tests per year are or will be carried out.

Brake and headlamp test equipment will normally be selected from VOSA's latest List of Acceptable Equipment.

6.2 Exceptionally, (excluding steering and suspension play detectors and automated roller brake testers) where a manufacturer has sought acceptance of his equipment but VOSA has not assessed its suitability, applicants may use equipment not on the List of Acceptable Equipment, provided the application is supported by:

- a) a certificate signed by the manufacturer, or recognised agent in the case of imported equipment, that it meets the performance specification and is correctly installed;
- b) an undertaking signed by the applicant that he will cease testing until the equipment is replaced or modified if subsequently VOSA decides that it does not meet its specification or it is not correctly installed. (A reasonable time will be allowed for the manufacturer to gain acceptance for new equipment).

All applicants that wish to use any equipment not on VOSA's list of Acceptable Equipment will be referred to VOSA Headquarters.

Note: This exception is not be applicable to ATL equipment and therefore an ATL test station will not be authorised until all appropriate approval certificates have been issued.

WARNING: Adequate passageway clearance must be provided around testing facilities. In restricted test bays, this may not be achievable with some standard specification test equipment (e.g. lifts with motors on a column).