

So you want to be an authorised examiner?



An Authorised Examiner is:

An individual, partnership or company which has been authorised by The Vehicle & Operator Services Agency to offer an MOT Testing service on behalf of the Secretary of State for Transport.

This means:

- The Authorised Examiner is responsible for all aspects of providing and maintaining testing facilities, test equipment and also selection, training and testing undertaken by those who you have nominated to test on your behalf (Nominated Testers).
- It is important that you understand all that is required to be an Authorised Examiner before signing the application.

What next?

- Failure to comply with the authorisation requirements for the MOT Testing Scheme may lead to your application being rejected.

Obtain a copy of the 6th Edition MOT Testing Guide by contacting any one of the addresses on the back page of this leaflet.

The MOT Testing Guide contains all the information you will need.

PLEASE READ IT CAREFULLY

You will need an application form to apply for Authorisation (VT01) and an up to date copy of the list of acceptable equipment.

If you are unsure of anything on the VT01, please seek further information before submitting the application. A list of contact points is available in the MOT Testing Guide

This information is available from the Website:

www.transportoffice.gov.uk/motgaragesandtesters or from your VOSA Local Area Office, address listed in Appendix 9 of the Testing Guide.

Remember, you really do need to be aware of everything in the MOT Testing Guide before you take on these responsibilities.

As part of the application, you will be asked to provide:

- Two character references for each person involved with the application for authorisation from reputable sources, e.g. barrister, solicitor, accountant, teacher etc.
- A banker's reference or other substantial evidence of sound financial standing
- A Declaration of non-conviction for each individual that comprises the AE entity i.e each member of a partnership or each director responsible for the authorisation within a company. (If you are applying on behalf of a partnership or company, a separate declaration of non-conviction will be required for this entity).
- An office or correspondence address
- A copy of the Register of Companies Record or Partnership Agreement, (where applicable).
- Proof of ownership, proof of exclusive use of the testing premises or a copy of a lease agreement.
- Evidence of planning permission or an established use certificate.
- You will be asked to include the above information at the time of application.

It is important to note that:

- If you are thinking of buying an existing MOT station:
An authorisation is not automatically transferred with a business. You will need to apply for authorisation in your own right. You cannot automatically continue to test when you take over an existing site.
- If you are applying for a new site:
You must apply for authorisation as above and ensure that all the current Requirements for Authorisation are met.



- New applications received from April 2007 for One Person Testing must comply with the full requirements for Automated Test Lanes.
- 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.

If you have any queries, please call the VOSA national number on:
0870 60 60 440.*

Copies of the MOT Testing Guide order form are available from
Your VOSA Local Area Office, the DVO Website:

www.transportoffice.gov.uk/motgaragesandtesters, or

VOSA PO Box 415, Durham DH99 1YZ Telephone: 0845 071 1973*

When phoning select the automated option for enquiries on smartcards applications, questionnaires or installations.

Your call may be monitored or recorded for lawful purposes.

- * Calls provided by BT will be charged at up to 4 pence per minute for 0845 numbers and 8 pence per minute for 0870 numbers at all times. A call set-up fee of 3 pence per call applies to calls from residential lines. Mobile and other providers' charges may vary.

Call charges correct on 1 November 2006.

Price on application

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