

Following on from the previous 7 years of DVSA annual training, the proposals for the 2023-24 year is to include the following:

## **Vehicle Classes 1&2 (Group A)**

### **Registering a Vehicle for Test**

- Correctly identifying the vehicle and the class of vehicle;
- What to do if the vehicle identification number (VIN) or registration does not match;
- Whether you can test the vehicle if you find a fault during a pre-check, for example if the fuel cap or door will not open;
- What to do if the vehicle has been incorrectly registered for test;
- What to do if the incorrect registration has been recorded;
- What to do if the vehicle cannot fit on your equipment due to its wheelbase, distance between wheels, lowered, length or size;
- What to do if the vehicle's mileage is not clear;
- What to do if the vehicle is the wrong colour and how to change the record of its colour;
- What to do if the wrong model variant is noticed on the first test;
- How to create a new test (first test);
- Q plates.

### **Use of Equipment**

- Calibration of equipment;
- What to do if the equipment stops working;
- What to do when the decelerometer is sent for calibration;
- How to raise or jack vehicles;
- Aligning headlamp equipment/distance from beam tester.

### **Test Procedures**

- What to do if the vehicle is damaged during the test;
- What to do if the headlamp patterns on the vehicle are different from those in the appropriate manual;
- Which checks and standards apply to vehicles fitted with spoked wheels;
- Whether you can test the vehicle if the fuel cap or door does not open during the pre-check.

### **The MOT Inspection Manual for motorcycles and sidecars**

- Declining or refusing a test;
- When to abandon or abort a test, whether a fee can be charged, and what action to take if the test cannot be completed;
- Whether a vehicle can be refused or declined if the vehicle is exempt from testing but the customer still wants to have it tested;
- What happens if an exempt vehicle fails its MOT test;

MOTs for vehicles not fitted with lights;  
Engine oil leaks identified during a pre-check;  
Battery leaks (standard and hybrid/full electric);  
What can be done if a vehicle was mistakenly tested by the VTS before it was due (for example, a one year old vehicle with private plate tested by the site in error);  
Whether you can still be a tester if you lose your licence due to a medical condition;  
What to do if a customer requests an MOT test for a vehicle with a police or DVSA prohibition notice on it;  
What to do if the presenter doesn't not know the weight or power output of the vehicle.

### **Example Subjects**

An additional stop lamp fitted to a top box but not working (wiring visible/not visible);  
Mirrors that are fitted but broken, or cannot be adjusted to provide a view to the rear;  
Chopper style bikes fitted with lamps but no indicators;  
Imported bikes (2012) with combined indicator/stop lamps.

The above topics need to cover a minimum of 3 hours and a record of this training must be kept by the MOT tester for inspection by the DVSA.

## **Vehicle Classes 4&7 (Group B)**

### **Registering a Vehicle for Test**

Correctly identifying the vehicle and the class of vehicle;  
What to do if the vehicle identification number (VIN) or registration does not match;  
Whether you can test the vehicle if you find a fault during a pre-check, for example if the fuel cap or door will not open;  
What to do if the vehicle has been incorrectly registered for test;  
What to do if the incorrect registration has been recorded;  
What to do if the vehicle cannot fit on your equipment due to its wheelbase, distance between wheels, lowered, length or size;  
What to do if the vehicle's mileage is not clear;  
What to do if the vehicle is the wrong colour and how to change the record of its colour;  
What to do if the wrong model variant is noticed on the first test;  
How to create a new test (first test);  
Q plates.

### **Use of Equipment**

Calibration of equipment;  
What to do if the equipment stops working;  
What to do if connected equipment is not working correctly;  
What to do when the decelerometer is sent for calibration;  
Testing in manual mode;

How to raise or jack vehicles;  
Aligning headlamp equipment/distance from beam tester.

### **Test Procedures**

What to do if the vehicle is damaged during the test;  
What to do if the headlamp patterns on the vehicle are different from those in the appropriate manual;  
Which checks and standards apply to vehicles fitted with spoked wheels;  
Which standards to apply to Q plates (date of first use, horn, emissions smoke);  
Whether you can test the vehicle if the fuel cap or door does not open during the pre-check.

### **The MOT Inspection Manual for cars and passenger vehicles**

Declining or refusing a test;  
When to abandon or abort a test, whether a fee can be charged, and what action to take if the test cannot be completed;  
Whether a vehicle can be refused or declined if the vehicle is exempt from testing but the customer still wants to have it tested;  
What happens if an exempt vehicle fails its MOT test;  
MOTs for vehicles not fitted with lights;  
Engine oil leaks identified during a pre-check;  
Battery leaks (standard and hybrid/full electric);  
What can be done if a vehicle was mistakenly tested by the VTS before it was due (for example, a one year old vehicle with private plate tested by the site in error);  
What to do if a vehicle has more than one VIN but appears to be standards in all other aspects, is a multistage build or has been subject to a conversion;  
Whether you can still be a tester if you lose your licence due to a medical condition;  
What to do if a customer requests an MOT test for a vehicle with a police or DVSA prohibition notice on it;  
What to do if the presenter doesn't not know the weight or power output of the vehicle.

### **Example Subjects**

What to do if the headlamp levelling device on a motor caravan is not working;  
Class 7 vehicle tyre load capacity, axle weights and speed rating;  
Whether a car over 3,000kg can be tested at a class 4 site;  
Whether motor caravans can be tested at a class 4 site;  
The maximum unladen weight of dual-purpose vehicles;  
Whether a pickup vehicle fitted with a 5<sup>th</sup> wheel can be tested as class 4 or 7;  
What class of vehicle a minibus with 8 passenger seats and wheelchair tracking for 6 additional wheelchairs would be;  
Checking imported vehicles that cannot have a standard size number plate fitted to them.

The above topics need to cover a minimum of 3 hours and a record of this training must be kept by the MOT tester for inspection by the DVSA.