



Lothian PSV Annual Test Procedure

Purpose:

The purpose of an MOT is to check the safety, roadworthiness and exhaust emissions of the vehicles on UK roads. It was designed to help prevent vehicles being on the road that have a potentially dangerous fault. The MOT certificate confirms at the time of the test that the vehicle **met the minimum road safety and environmental standards required by law.**

The annual test procedure implemented within Lothian will aim to ensure:

- We achieve a first-time pass on all vehicles presented for annual test.
- Minimise vehicle downtime.
- Ensure PVR is always achieved.
- Allocate staff resources to ensure efficiency.
- We maintain our vehicles to the high standards expected at Lothian.

Scope:

Any fleet PSV vehicle that is allocated to service at Lothian must have a valid MOT certificate.

Procedure:

Engineering Head Office Admin Process:

Quarterly Booking Request Process

- Invites from DVSA will be sent via email to Engineering Head Office Admin to participate in the Quarterly Booking Process.
- The Resource Request form should be completed for each site and returned to DVSA Central Planning as soon as possible.
- Once resource is allocated by DVSA, booking confirmations for each site will be emailed to Engineering Head Office Admin and should be checked against the request form.
- If any dates are missing, Engineering Head Office Admin should contact the DVSA Network Business Manager to request resource.

Depot MOT Programme

- MOT expiry dates are displayed and updated on the MOT boards in Head Office Engineering.
- Approximately a month in advance, a programme of MOT bookings is prepared by Engineering Head Office Admin and issued to the Depots – calendar reminders are set for the HO Administration team to ensure this is carried out.
- The Depot MOT programme will show the number of testing dates in the month and the number of vehicles to be presented at each ATF on these dates. From the MOT boards, the vehicles to be presented are selected with bookings for each depot pulled to the bottom of the board under the relevant month.
- Once completed, the Depot MOT programme will be emailed to the Depot Engineers and Assistants who will make adjustments and return to Head Office where it will be checked that all vehicles are still being presented before their expiry date.

Following Presentation of Vehicles for MOT

- Once MOT certificates are received at Head Office the Engineering Maintenance System and MOT boards will need to be updated – these processes are detailed in the *Procedure for Entry of MOT Certificates*.
- To ensure the information on the MOT boards is accurate, board checks are carried out monthly by comparing the information on the boards with that in the Engineering Maintenance System.

Engineering Depot Procedure

Chassis Wash

The **Engineering Supervisor** will pre plan the chassis wash to be done **prior** to the initial inspection, this should be done the night before the inspection or at latest the morning prior to inspection and should always be completed to allow a clear sight of all vehicle component parts to allow thorough examination to be carried out.

Initial Inspection (1st MOT check)

The day the vehicle becomes VOR ahead of its planned MOT date, a **FIRST MOT** inspection is carried out, when possible, this inspection is carried out in conjunction with the scheduled safety inspection.

Inspection to be carried out by a **Vehicle Examiner**, with the following process taking place:

- Locate the vehicle and proceed to an inspection pit.
- Examiner should take time and care with the initial inspection.
- Follow a clear routine ensuring a thorough and uninterrupted inspection is carried out.
- Inspect the cab, lower saloon, upper saloon, exterior and underside of the vehicle.
- Identify and report all vehicle defects.
- Freeway - MOT Wheel Torque defect should be raised on each MOT inspection (only when service check is not associated to the inspection)
- Inspection should be carried out to Lothian standards with **Lothian Critical Tolerance Standards, DVSA PSV Inspection manual & DVSA Categorisation of vehicle defects** when applicable adhered to.
- A brake test and smoke test should be completed.
- All Inspection documentation must be fully completed and supplied to the workshop controller to ensure allocation of work to the appropriate staff members.

A thorough first MOT check, if carried out correctly, should ensure the second inspection defects are kept to a minimum.

The **Workshop Controller & MOT Supervisor** should:

- Review the inspection documentation.
- Identify which defects require completion, staff needed and estimated labour time to carry out the defect repairs.
- Allocate the work to the required skilled engineering staff.
- Any parts required by the Michelin Tyre Contractor and Lothian stores person should be communicated clearly to allow them to ensure parts availability.

The **MOT Supervisor** should monitor progress of the engineering staff and inspection defects continuously, evaluating all the jobs identified and liaise with the **Workshop Controller** to allow a clear plan of action between supervisors and progress to be established.

Second MOT Inspection

Once **all** works from the initial inspection are complete, a second MOT inspection is to be carried out by a **Second Vehicle Examiner** who has **NOT** been solely involved in the initial inspection. The **Vehicle Examiner** should:

- Locate the vehicle and proceed to an inspection pit.
- Examiner should take time and care with the second inspection.
- Careful attention and additional checks should be administered to **ANY** parts fitted during the initial inspection.
- Any safety critical items renewed at the initial inspection should be thoroughly checked.
- Follow a clear routine ensuring a thorough and uninterrupted inspection is carried out.
- Inspect the cab, lower saloon, upper saloon, exterior and underside of the vehicle.
- Identify and report all vehicle defects.
- Freeway - MOT Wheel Torque defect should be raised on each MOT inspection (only when service check is not associated to the inspection)
- Inspection should be carried out to Lothian standards with **Lothian Critical Tolerance Standards, DVSA PSV Inspection manual & DVSA Categorisation of vehicle defects** when applicable adhered to.
- A brake test and smoke test should be completed.
- All Inspection documentation must be fully completed and supplied to the workshop controller to ensure allocation of work to the appropriate staff members.

The **Workshop Controller & MOT Supervisor** should:

- Review the inspection documentation.
- Identify which defects require completion, staff needed and estimated labour time to carry out the defect repairs.
- Allocate the work to the required skilled engineering staff.
- Any parts required by the Michelin Tyre Contractor and Lothian stores person should be communicated clearly to allow them to ensure parts availability.

The **MOT Supervisor** should monitor progress of the engineering staff and inspection defects continuously, evaluating all the jobs identified and liaise with the **Workshop Controller** to allow a clear plan of action between supervisors and progress to be established.

Once all the work has been completed the **MOT Supervisor** should check the documentation from **INITIAL** and **SECOND** inspections to ensure all work has been correctly signed off before completing and documenting their supervisor check.

Supervisor Check (3rd Inspection)

Following completion of all works from the first and second inspections, a final documented inspection is to be carried out by the **MOT Supervisor**, this should be a documented on an MOT inspection check.

The Supervisor inspecting the vehicle should:

- Locate the vehicle and proceed to an inspection pit.

- Follow a clear routine ensuring a thorough and uninterrupted inspection is carried out.
- Inspect the cab, lower saloon, upper saloon, exterior and underside of the vehicle.
- Careful attention and additional checks should be administered to **ANY** parts fitted during preparation, any safety critical items renewed throughout the inspection process should be thoroughly checked and all relevant paperwork filled in.
- Identify and report all vehicle defects.
- Freeway - MOT Wheel Torque defect should be raised on each MOT inspection (only when service check is not associated to the inspection)
- Ensure nothing has been missed or any issues have developed and will confirm that the vehicle is up to Lothian standards for MOT.
- Any items found should be reported on the inspection documentation for repair and reported back to the 2 Vehicle Examiners to understand why it has not previously been reported.
- A brake test and smoke test should be completed.
- Arrange labour with the workshop controller for defect repairs if required.

Once all repairs have been carried out, the vehicle should then have a full interior and exterior clean, including wheels and be ready to be presented for DVSA annual test.

The **MOT Supervisor** should check paperwork from the first, second and Supervisor inspections to ensure all work including defects have been completed and correctly signed off.

Manager Check

Following completion of all defects reported on the MOT inspection documents, the Depot Manager/Assistant will carry out a visual inspection of the vehicle to ensure it is in presentable condition for MOT inspection by DVSA. If any issues are found they should be repaired prior to the vehicle being presented.

Presentation Day

A pre-check should be carried out by the Supervisor presenting to ensure there are no additional defects and a high quality internal/external clean has been carried out meaning the vehicle is ready for MOT inspection. The pre checks should include the following:

- Underside check including tyre check.
- Top end check.
- Voluntaries (if possible) including brakes, lights, headlamp adjustment, steering, warning lights and buzzers (underside where possible).
- Ramp and Interlock.
- Brake test/Smoke test.

If travelling from the depot to a test station, a Pit/Bay should be requested and the above checks where possible should be carried out. If any issues are found please report to the onsite Depot Manager.

After The Test

On completion of the test, copies of the smoke test and brake test reports are issued (if applicable) along with a pass certificate or a refusal to issue a certificate. Refusal to issue a certificate will refer to deficiencies identified on the vehicle, which are considered to be below the minimum standard.

When a clear **PASS** is achieved, the MOT Supervisor will:

- Inform the Depot Engineer
- Check all vehicle inspection paperwork to ensure all work has been completed including any defects, brake test, wheel torques and sign the vehicle back to service.
- Check MOT certificate to ensure the **Registration Number, Vehicle Identification Number, Make/Model and Odometer readings** all match the vehicle presented.
- Once confirmed the certificate is correct then the MOT certificate should be handed to the Depot Clerk to allow the administration process to conclude.

Following successful completion of the MOT test and before the vehicle is allocated to service all wheels are required to be torqued. A wheel torque card should be fitted to the cab and details of the torque entered in to the 24-hour recheck book.

The Vehicle documents must be checked by the **Depot Engineer** for final sign off before being closed.

It is no longer a requirement for the DVSA examiner to provide a paper copy of the **PASS** certificate, were this being the case, the steps below will be followed;

- Presenting Supervisor informs Depot Management / Clerk that the vehicle has passed.
- Clerk or Manager visits <https://www.gov.uk/check-mot-history> and uses the vehicles registration to view the digital online pass certificate.
- The certificate is printed and handed to the presenting Supervisor.
- Presenting Supervisor ensures vehicle details including chassis and registration numbers as well as new expiry date are correct. (This should be carried out before the DVSA examiner leaves so that any mistakes can be rectified immediately).

Should a vehicle at Annual Inspection receive the following results:

- Fail
- PRS (Pass after Rectification at the Station)
- Pass with Advisory

The Supervisor should respectfully challenge the examiner and inform the Depot Engineer immediately to allow the Depot Engineer to further challenge the DVSA examiner for the possibility to have the decision overturned. The Depot Engineer should:

- Respectfully challenge the DVSA examiners decision with relevant information.
- Gather all supporting documentation and evidence.
- Immediately notify the Chief Engineer, who will authorise a full investigation into the failure.
- Clearly mark the vehicle **VOR** with access prohibited while the investigation is carried out.
- Following completion of the investigation, the reported defect should be rectified and in event of a Fail, the vehicle presented for MOT at the earliest available opportunity.

Any vehicles that are moved from their original allocated annual test day, whether due to maintenance issues or test failures should be reported to Head Office, the vehicle details should be checked for the current MOT expiry date to ensure the vehicle is allocated a new test day prior to its MOT expiry.

A vehicle moved from original test date MUST have a MINIMUM of one documented Inspection carried out by a Vehicle Examiner and followed by a documented Controllers check before it is presented for the Annual Inspection.

Any vehicles that are to be tested following MOT expiry must be authorised by Engineering Head Office.