

**Vehicle Standards – Specification for Vehicle Roadworthiness –
Part 4: Roadworthiness – Requirements for Vehicle Examiners**

Version *[Insert Version Number]*

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Foreword

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This document was prepared by *[insert name of committee or subcommittee]*.

This *[Insert edition number]* edition cancels and replaces the edition *[Insert edition number]*, which has been technically revised. It also incorporates the Amendments *[Insert edition number(s)]*.

The main changes compared to the previous edition are as follows:

— *[List changes here]*

Foreword (Cont.)

This specification consists of the following parts under the general title “Specification for vehicle Roadworthiness”

Part 1: Roadworthiness of vehicles already in service

Part 2: Roadworthiness of vehicles prior to entry into service and thereafter

Part 3: Roadworthiness – Supporting information

Part 4: Roadworthiness – Requirements for vehicle examiners

Part 5: Roadworthiness – Requirements for testing equipment

Part 6: Roadworthiness – Requirements for combinations of vehicles

0 Introduction

0.1 Reference to Part 1.

The Foreword and Introduction of Part 1 of this specification are also relevant to this Part 4 which specifies requirements for vehicle examiners.

0.2 Principles in the 6 Parts:

The principles incorporated in the 3 parts of this specification are as follows

Part 1: Covers roadworthiness of vehicles already in service, some being very old, others possibly brand new, and deals mainly with wear and tear and deterioration of the basic parts of vehicles which need to be continually maintained to a reasonable level of safety. Because of the many sources and specifications of new and used vehicles it is necessary to ensure that no requirements are included which could result in failure of some vehicle designs which have been operating safely and successfully for many years.

Part 2: Provision is made in this Part 2 for the subsequent mandatory introduction of design safety standard requirements intended to ensure higher standards of safety for vehicles entering into service in the future and thereafter whenever roadworthiness testing is required.

Part 3: Is intended as an advisory publication to throw light on the considerations involved in Parts 1, 2, 4 and 5 and to provide information which may be of assistance to some vehicle examiners.

Part 4: Covers requirements for vehicle examiners.

Part 5: Covers requirements for equipment for testing equipment.

Part 6: Covers walk-around inspections of vehicle combinations.

Vehicle Standards – Specification for Vehicle Roadworthiness – Part 4: Roadworthiness – Requirements for Vehicle Examiners

0 Introduction

0.1 Acknowledgements and Referrals

In the preparation of this draft specification, the assistance derived from the following sources is acknowledged with thanks: -

- 1) DVSA - The MOT Testing Guide (6th Edition) - Revised February 2018
- 2) Driver & Vehicle Standards Agency (DVSA) – Bristol, UK – The MoT Vehicle Inspection Manual
- 3) DVSA - Heavy Goods Vehicle Inspection Manual – Consolidated Edition, 2013.
- 4) DVSA - MOT testing guide for test stations – 18 June 2018
- 5) DVSA – Set up a MoT test station

1 Scope

1.1 Scope of Part 4

This Part 4 of the specification contains information intended to aid in the selection and appointment of vehicle examiners, their duties, their training and ongoing updating of vehicle examiners.

The contents of this Part 4 are not mandatory.

NOTE Additions to this part of the specification are intended to be provided at a later date.

2 Selection and Appointment of Vehicle Examiners –

Vehicle examiners may be selected and appointed provided they satisfy certain of the following criteria as decided by the appointing authority: -

2.1 Character –

- a) Clearance certificate showing lack of criminal convictions.
- b) Absence of any previous unrehabilitated bankruptcy record.
- c) Evidence of adequate financial standing indicative of the income as a Vehicle Examiner being sufficient to support his or her's living standard.
- d) References from previous employers provided contact is still possible to obtain direct advice.
- e) Ability to exert control over the safety or threat of loss of equipment.
- f) Ability to keep written records of activities and to ensure the safekeeping of such records and of documents and forms.
- g) Must be amenable and supportive of further training and to periodic checking by others of the quality and accuracy of his or her performance.
- h) Must appreciate the need for confidentiality and maintain the necessary confidences.

2.2 Experience and Training –

- i) Be at least 20 years old.
- j) Own a valid driving license for the types of vehicles he or she is qualified to test
- k) Be acknowledged as a skilled mechanic with at least 4 years experience in maintaining and repairing the vehicle types to be tested.
- l) Capability of maintaining the premises, facilities and equipment for which the employment position is responsible.
- m) Knowledge of the meaning of the term “calibration” and a proven ability to undertake or commission such work.
- n) Must have attended at training course of at least 2 days duration offered by an organization approved by the appointing authority or had at least 2 years experience as a Vehicle Examiner at a Testing Station.
- o) Must, during a written test, be able to display adequate knowledge of the calculations and judgements required when assessing the roadworthiness of a vehicle. (Examples are given in Section 4.)
- p) Must have sufficient knowledge of the national legislation affecting the operation of vehicles on a public road, as must be demonstrated by a written test and ownership of copies of relevant legislation and Specifications such as this Specification and all its parts.

3 Powers and Duties of Vehicle Examiners

Vehicle examiners must conduct themselves in such a way that the following powers are exerted and the duties performed.

3.1 Powers

- a) May refuse to conduct or to complete roadworthiness testing on a vehicle: -
 - a. which is dirty to the extent that an examiner will be unable to see certain parts that need to be assessed or where fluids may be dripping excessively or
 - b. where the vehicle is discovered to be clearly unsafe to move or to drive or
 - c. the vehicle cannot be identified properly because the VIN is not present, or readable and/or no other permanent and positive identification is available.
 - d. the appropriate fees and application details have not been properly completed.
- b) May not refuse to test a vehicle of a type for which the station is authorised to test unless as provided for in 3.1a).
- c) May prohibit any person from entry to the testing area on the grounds of safety or simply because the examiner does not wish to be distracted from his or her work.

3.2 Duties

- a) To offer a fair and just roadworthiness testing service and to issue a Roadworthiness certificate if the results of the roadworthiness inspection warrant the issue.
- b) To portray a customer friendly attitude of willingness to provide a service rather than that of indifference, arrogance or unwillingness to render reasonable advice or assistance.
- c) To encourage customer feedback and suggestions and to maintain records of such.
- d) Must register with the appointing authority and advise the appointing authority of any change in contact details or of any appointment at another testing facility.

- e) Must attend periodic refresher training courses offered by public or private entities in order to keep up with technical and legislative developments.
- f) Must maintain up-to-date copies of legislation and specifications relative to the roadworthy test.
- g) Must maintain a register of testing equipment showing suppliers contact details, calibration records, records of repair or other maintenance or failures including dates of such events.
- h) Must provide the authorising authority with weekly reports on the number of vehicles tested and the reasons for any failures.
- i) Must provide the presenter with a clear description of any defect found that results in failure of the vehicle to be classified as Roadworthy and issued with a Roadworthiness certificate.
- j) May not cause physical damage to any part of the vehicle by deliberate mechanical intervention such as removing a wheel or using tools to access parts of the vehicle.
- k) To give written advice to the presenter of the vehicle to remove it, or to have it removed, within 2 days of having presented the vehicle for test.
- l) To offer the presenter of the vehicle an opportunity to appeal in writing against the findings of a failed roadworthy test and to have the appeal processed within 7 working days.
- m) To issue a “Discontinuation of Use” notice, or equivalent, in the event that the results of the roadworthiness test show that the vehicle constitutes a danger to other road users. Such action is not justified in the event that a deficiency is detected that constitutes an administrative deficiency such as the vehicle description is not accurate or constitutes a minor deviation from technical adequacy.
- n) Must enter the odometer reading and complete all the details required in the roadworthiness report.

3.3 Circumstances where the competence or veracity of an Examiner will be questioned, and which may lead to a disciplinary hearing or possible suspension or dismissal–

A vehicle examiner must agree to be investigated in the event that any of the following situations are under question by the approving authority.

The following are not considered to amount to a comprehensive list. There are many circumstances which may result in a conclusion by the authorising authority of incompetence or dishonesty which are not covered below.

- o) When measures to expose fraud or some form of corruption are being used at the testing station and their results indicate that fraud, corruption or incompetence are prevalent.
- p) When a roadside roadworthy test is conducted and various defects are found on a vehicle which records show has been subjected to a roadworthiness recently and issued with a roadworthiness certificate and yet it is highly improbable or clearly impossible for the defects that are present at the roadside roadworthiness test – or subsequent confirmatory test at a roadworthiness testing station to have developed in the intervening period.
- q) When analysis of the weekly reports by the authorising body indicate failure rates and reasons for failure which are outside the national norms or which are clearly unreasonable and technically unjustifiable.
- r) An observed test where a vehicle is submitted for examination by a ‘mystery shopper’ (a person posing as a customer) in order to check the VTS’s testing methods and standards (an ‘incognito’ test) and those methods or standards appear to be inadequate. This is also known as the submission of a “ghost vehicle” with known defects so as to assess the competence of the examiner and in some cases the veracity of the examiner.
- s) Other more involved investigations in cases where the authorising authority considers there may be significant abuses, which may include covert surveillance of sites offering roadworthy tests or at sites where potentially testable vehicles are present.

4 Judgements, Calculations and Determinations required of a Vehicle Examiner

4.1 General

A vehicle examiner must be able to judge: -

- a) whether the performance or life of the vehicle or its parts has been rendered unroadworthy as a result of:-
 - a. Wear and tear having become excessive
 - b. Corrosion in evidence to the extent of risk of metal failure and danger to other road users or likely to reduce performance required for safety
 - c. Parts or equipment missing important to safety and which would have been present when the vehicle was new.
- b) Whether equipment or adjustment or tampering of certain mechanisms has occurred to enable the roadworthy test requirements to be met, but would very soon in service be unable to provide the performance necessary to meet the roadworthy test requirements. (eg brake adjustments systems on HCV's)

4.2 Ability to perform calculations.

A vehicle examiner must be able to perform the following calculations: -

- a) to calculate the overall braking efficiency of a vehicle using brake roller or road test results
- b) to establish the stopping distances from differing speeds
- c) to determine the limiting factors in relation to loads that can be carried by goods vehicles and to conclude whether a vehicle load data plate is complete and correct.
- d) to calculate the bridge formula
- e) to establish the legal load distribution on a vehicle combination.

4.3 Ability to make judgements or determinations or to source information.

A vehicle examiner must have knowledge and be competent on many technical issues, including but not limited to, the following matters: -

- a) the position of the VIN or other vehicle identification on different vehicle brands.
- b) the structure of the VIN and its "WMI" and the meaning of some of the VIN content.
- c) how to establish the load carrying capacity of tyres
- d) how to check the correctness of a vehicle load data plate as in 4.2c) above
- e) the brands and trade names of acceptable retro-reflective equipment
- f) the meaning and benefit of having E-marked components
- g) the forces exerted during vehicle accidents affecting safety belts, rear underrun etc
- h) the purpose of the rear underrun protective equipment
- i) the purpose and benefits of various designs of rearview mirrors
- j) how to access certain vehicle design safety standards (regulations) of the United Nations Economic Commission for Europe (UN ECE).

Note: Advice is provided in Part 3 on much of the above requirements.