

MOT Inspection Manual

“Not tested” or “Unable to be tested” must only be used where it becomes apparent during the test that the particular item cannot be tested, and this could not have been identified prior to starting the test. The reason for selecting the failure must be included in the additional information box.

Add major failure

Brake performance not tested

Location

Lateral

Longitudinal

Vertical

Additional information

Add any further comments if required

Add major failure

1.2.1 Item not tested

Paragraph added- "Not tested" or "Unable to be tested" must only be used where it becomes apparent during the test that the particular item cannot be tested, and this could not have been identified prior to starting the test. The reason for selecting the failure must be included in the additional information box.

1.7 - Electronic braking system (EBS)

Removed the word 'air' from braking system to cover all forms of EBS

Vehicle type	Date of first use	Requirements
Passenger vehicles with fewer than 8 passenger seats	First used before 1 August 1978	At least one mirror/device in any of the above positions
Any passenger vehicle (excluding buses and minibuses)	First used on or after 1 August 1978x	Two mirrors/devices, one of which must be in position 'a'
Passenger vehicles with 8 or more passenger seats (excluding buses and minibuses)	Any age	Two mirrors/devices, one of which must be in position 'a'
Goods vehicles	Any age	Two mirrors/devices, one of which must be in position 'a'
Buses and minibuses	First used before 1 August 1983	Two mirrors/devices, one of which must be in position 'a'
Buses and minibuses	First used on or after 1 August 1983	An exterior mirror/device fitted on both the offside and the nearside ('a' and 'b')
Bodied tricycles and quadricycles	Any age	Two mirrors or devices, one of which must be in position 'a'
Unbodied tricycles and quadricycles other than mopeds	Any age	Two mirrors or devices, one in position 'a' and one in position 'b'
Unbodied tricycles and quadricycles classed as mopeds	On or after 1 August 1978	At least one mirror or device in position 'a'

Obligatory mirror or device fitment positions		
Vehicle type	Date of first use	Requirements
Passenger vehicles with fewer than 8 passenger seats M1	First used before 1 August 1978	At least one mirror/device in any of the above positions
Passenger vehicles with fewer than 8 passenger seats M1	First used on or after 1 August 1978 but before 26 January 2010	Two mirrors/devices, one of which must be in position 'a'
Passenger vehicles with fewer than 8 passenger seats M1	First used on or after 26 January 2010	Three mirrors/devices, in position 'a', 'b' and 'c' - unless internal mirror does not give view to rear
Passenger vehicles with 8 or more passenger seats (excluding buses and minibuses) M2	First used before 1 August 1978	At least one mirror/device in any of the above positions
Passenger vehicles with 8 or more passenger seats (excluding buses and minibuses) M2	First used on or after 1 August 1978 but before 26 January 2010	Two mirrors/devices, one of which must be in position 'a'
Passenger vehicles with 8 or more passenger seats (excluding buses and minibuses) M2	First used on or after 26 January 2010	Two mirrors/devices, in position 'a' and 'b' - No requirement for internal mirror
Goods vehicles	First used before 26 January 2010	Two mirrors/devices, one of which must be in position 'a'
Goods vehicles	First used on or after 26 January 2010	Two mirrors/devices, in position 'a' and 'b'
Buses and minibuses	First used before 1 August 1983	Two mirrors/devices, one of which must be in position 'a'
Buses and minibuses	First used on or after 1 August 1983	An exterior mirror/device fitted on both the offside and the nearside ('a' and 'b')
Bodied tricycles and quadricycles	Any age	Two mirrors or devices, one of which must be in position 'a'
Unbodied tricycles and quadricycles other than mopeds	Any age	Two mirrors or devices, one in position 'a' and one in position 'b'
Unbodied tricycles and quadricycles classed as mopeds	On or after 1 August 1978	At least one mirror or device in position 'a'

Section 3: Visibility

Amend 3.3 View to the rear - obligatory mirrors

Add new categories for vehicle first used from 26 Jan 2010

4. Lamps, reflectors and electrical equipment

4.1.2 Content added to clarify items not test

“Not tested” or “Unable to be tested” must only be used where it becomes apparent during the test that the particular item cannot be tested, and this could not have been identified prior to starting the test. The reason for selecting the failure must be included in the additional information box.

All lamps

Check the presence, condition, security and function of the required lamps.

Assess any damaged or repaired lamps for security, colour, light output and durability.

4.2.1 under sub heading 'All lamps' the wording has changed from "You must assess damaged or repaired lamps for security, colour, light output and durability." to "Check the presence, condition, security and function of the required lamps. Assess any damaged or repaired lamps for security, colour, light output and durability."

4.5.1 further guidance added for front foglamp requirement. "Front fog lamps that are not wired up and do not have a corresponding switch are not required to work. If you are not sure that they're connected, you should give the benefit of the doubt."

Front fog lamps that are not wired up and do not have a corresponding switch are not required to work. If you are not sure that they're connected, you should give the benefit of the doubt.

5. Axles, wheels, tyres and suspension

5.3.2 - Shock absorbers:

Additional content added: "Slight seepage causing a film of fluid on a shock absorber is not a reason for rejection."

Slight seepage causing a film of fluid on a shock absorber is not a reason for rejection.

7.1.2. Seat belt fitment and condition

The wording regarding the inspection of seatbelts has been amended as follows:

7.1.2. Seat belt fitment and condition

You must check any visible parts of:

- all seat belts fitted
- all child seat restraints fitted

7.1.2. Seat belt fitment and condition

You must check any visible parts of all seat belts fitted. This includes:

- seat belts fitted to child seats and restraints
- any disabled persons belts or wheelchairs straps

8.2.2.1 Emissions

Clearer guidance added regarding when to check emissions control equipment.

8.2.1.1 Exhaust emission control equipment

Update paragraph from “This inspection is only for vehicles that must have a full catalyst emissions test (disregarding the basic emissions test). You only need to check components that are visible and identifiable, such as catalytic converters, oxygen sensors, and exhaust gas recirculation valves.”

“You only need to check components that are visible and identifiable, such as catalytic converters, oxygen sensors, and exhaust gas recirculation valves. You should reject all vehicles first used on or after 1 September 2002, where original emissions control equipment components are missing, obviously modified or obviously defective. Vehicles used prior to 1 September 2002 should only be rejected, where a full catalyst test could apply. Use the flowcharts 1, 2 and 3 to decide which emission test is applicable for the vehicle being tested.”

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B. Authorised examiners

Section B4 - General responsibilities - Checks by DVSA staff: Additional paragraph for AEs to be responsible for their staffs' actions towards DVSA staff.

For connected equipment connectivity issues only, DVSA, at their discretion may consider requests to continue testing beyond 7 calendar days, Authorised Examiners must email motadministration@dvsa.gov.uk before the initial 7-day period has expired stating the reason for the request.

Checks by DVSA staff

DVSA uses a risk based approach to managing the MOT service, assessing VTS sites and test standards to determine the potential risk of non-compliance. AEs can view their site's risk rating on the MOT testing service.

A guide to [manage your MOT centre](#) sets out the standards and good practises a VTS should strive towards to be assessed as a low risk of non-compliance.

AEs must allow the:

- inspection of their testing arrangements, equipment, facilities and records
- checking of their tester's competence
- re-examination of recently tested vehicles by DVSA staff at any time during normal working hours or that the VTS is open

AEs should always ask to see the official warrant that DVSA enforcement staff carry. If you have doubts about anyone asking to see official documents, refuse access and call the [DVSA customer service centre](#).

AEs must ensure their staff behave with respect and consideration towards DVSA staff, their agents and the public and remove such conduct that might reasonably be expected to cause, obstruction, insecurity, discomfort, offence, humiliation or harm.

Section B4 - General responsibilities- Premises and Equipment: Note added in relation to connected equipment

D. Requirements for authorisation

D1 - Authorised Examiners - Evidence of exclusive use:

Update criteria of exclusive use includes planning permission and testing facilities.

Evidence of exclusive use

Evidence that the applicant has the sole use of the proposed MOT facility, including the test bay and reception area/office.

This evidence should be provided as a solicitor's letter, supplied on headed paper, which specifically confirms ownership of the premises or lease or rental agreement.

The statement must confirm:

- the applicant has the legal right to operate within the premises
- that planning permission is in place
- that the applicant is the owner of the land or that an enforceable lease, licence to occupy or rental agreement is in place between the applicant and the owner of the land
- the applicant has exclusive use of the premises and MOT testing facilities

M. System rules and user roles

M8 - MOT Testing Service system security.

Additional content added to clarify every users responsibility for information security.

Every user (**regardless of role**) is responsible for the security of the MOT Testing Service, which includes their personal and authentication information used to access the system.

Everyone with an officially assigned user ID and role (AEP, AEDM, AED, SM, Site Admin, Tester or AEC) must:

- not disclose their personal email address log on details to anyone who could then use this information to gain access to MTS
- keep their personal details on MTS up to date including an individual/personal email address
- not use a shared email or one that others have access to
- not store password and login details on any device used in connection with the MTS
- not disclose their password or login details to anyone
- not share their security card, or allow access to their authentication app or authentication email
- not allow anyone else access to their personal MTS account
- not misuse the system for unofficial business or illegal activities
- not use IDs belonging to other users or allow other people to use their ID
- not use remote desktop/access software

Appendix 2: 2.1 Decelerometer calibration

From 1 April 2023, all decelerometers must be calibrated at intervals not exceeding 1 year. This is a change from the current 2 year cycle.

Decelerometer calibration certificates issued before 1 April 2023 will be acceptable until they expire. After this, the equipment must be calibrated annually.

Decelerometers and Salter brake testers

Decelerometers and Salter brake testers must be calibrated at intervals not exceeding 2 years.

Decelerometers may only be calibrated by:

- the manufacturer
- a calibrator accredited by the United Kingdom Accreditation Service (UKAS)

Decelerometers

Decelerometers calibrated prior to 1 April 2023 must be calibrated at intervals not exceeding 2 years.

From 1 April 2023 decelerometers must be calibrated at intervals not exceeding 1 year.

Decelerometers may only be calibrated by:

- the manufacturer
- a calibrator accredited by the United Kingdom Accreditation Service (UKAS)

Appendix 2: 2.2 Roller brake testers (RBT), plate brake testers (PBT) and headlamp aim testers

From 1 April 2023, calibration of brake testers and headlamp testers will no longer be acceptable if completed by vehicle testing station (VTS) staff.

Calibration must only be completed by either:

- the original manufacturer
- a company that has taken over responsibility for equipment support from the manufacturer
- a calibration specialist

VTSs employing independent calibration specialists must satisfy themselves of the technical competence and viability of the company concerned and be able to demonstrate this to DVSA upon request.

Roller brake testers, plate brake testers and headlamp aim testers

RBTs, PBTs and headlamp aim testers should be calibrated by either:

- the original manufacturer
- firm that has taken over responsibility for equipment support from manufacturer
- a calibration specialist
- an experienced person from the VTS. DVSA will witness a calibration to confirmation of this arrangement and may subsequently require demonstration of continuing competence using the correct equipment

Roller brake testers, plate brake testers and headlamp aim testers

RBTs, PBTs and headlamp aim testers must be calibrated by either:

- the original manufacturer
- firm that has taken over responsibility for equipment support from the manufacturer
- a calibration specialist

Appendix 8: Disciplinary procedures

8.1.5.b replaced word "would" with "could"

b. Breaches of security leading to improper issue of a test certificate or where the system has been accessed. Or breaches of security that could enable unauthorised system access, such as passwords written down	500 or 100 points
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8.4.B new sanction 12 - relating to charging more than the statutory fee.

Shortcoming	First occurrence	Second occurrence	Third occurrence	Fourth or more occurrence
12. Charging more than the statutory fee for the class of vehicle tested	L1	L1	L1	L3

8.4.C.1 change to sanction level for 2nd, 3rd & 4th occurrences of missing or incomplete training logs from L1 -L2 -L2 - L2 and L3 to L1 - L1 - L1 - L3 as applying the previous level sanction could cause inconsistency.

Shortcoming	First occurrence	Second occurrence	Third occurrence	Fourth or more occurrence
1. One or more training year records incomplete, not completed correctly or not produced	L1	L1	L1	L3