



INSTITUTE  
OF THE MOTOR  
INDUSTRY

IMI QUALIFICATION



# QUALIFICATION SPECIFICATION

## for

**IMI Level 2 Award in MOT Testing  
(Classes 1 and 2)**

**OFQUAL NO: 601/8930/7**

**IMI Level 2 Award in MOT Testing  
(Classes 4 and 7)**

**OFQUAL NO: 601/8928/9**

**Version 2: June 2016**

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**Note:**

*This guide should be read in conjunction with the:*

- *Candidate Assessment Summary (for the relevant qualification)*
- *and the IMI Operating Manual for Approved Centres*



## CENTRE INFORMATION

Please be aware that any **legislation** referred to in these qualifications may be subject to amendment/s during the life of these qualifications. Therefore IMI Approved Centres must ensure they are aware of and comply with any amendments, e.g. to health and safety legislation and employment practices.

The current **MOT Testing Guide, Inspection Manuals and Special Notices** and associated documentation can be located on the <https://www.gov.uk/> website and are the central reference documents.

Please be aware that **vehicle technologies** referred to in these qualifications reflect current practice, but may be subject to amendment/s, updates and replacements during the life of the qualifications. Therefore IMI Approved Centres must ensure they are aware of the latest developments and emerging technologies to ensure the currency of these qualifications.

Please note: the relevance of the information contained in the **unit content** will vary depending upon the vehicle types being worked upon. The unit content is for guidance only and is not meant to be prescriptive.

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Requests should be made in writing and addressed to:  
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Fanshaws, Brickendon, Hertford SG13 8PQ

## QUALIFICATION STRUCTURES

Each qualification consists of 5 Mandatory Units. All units are combined Knowledge and Skills Units. The first four units are common to each qualification. Unit MOTT05 is specific to the class of vehicle that the learner is being assessed on.

### FOR LIGHT VEHICLE: IMI LEVEL 2 AWARD IN MOT TESTING (Classes 4 and 7)

Ofqual No.: 601/8928/9

Unit Ref.	Unit Title and Ofqual I.D Number	Mapping to NOS units
MOTT01	Safe Working Practices in the Vehicle Test Centre (Y/508/5303)	IMICA01, IMICA02
MOTT02	Working Relationships within the Vehicle Test Centre (K/508/5306)	IMICA03, IMICA08, CFACSB2
MOTT03	Manage Own Professional Development as an MOT Tester (D/508/5304)	COSVR712
MOTT04	Carry out Pre-test Checks for a Statutory Periodic Roadworthiness Test (M/508/5307)	IMISPRT1
MOTT05LV	Carry out a Statutory Periodic Roadworthiness Test (H/508/5305)	IMISPRT2

**Note:** The NOS unit ESK11NT1, Using the Internet, is embedded throughout the qualification.

### FOR MOTORCYCLE: IMI LEVEL 2 AWARD IN MOT TESTING (Classes 1 and 2)

Ofqual No.: 601/8930/7

Unit Ref.	Unit Title and Ofqual I.D Number	Mapping to NOS Units
MOTT01	Safe Working Practices in the Vehicle Test Centre (Y/508/5303)	IMICA01, IMICA02
MOTT02	Working Relationships within the Vehicle Test Centre (K/508/5306)	IMICA03, IMICA08, CFACSB2
MOTT03	Manage Own Professional Development as an MOT Tester (D/508/5304)	COSVR712
MOTT04	Carry out Pre-test Checks for a Statutory Periodic Roadworthiness Test (M/508/5307)	IMISPRT1
MOTT05MC	Carry out a Statutory Periodic Roadworthiness Test (Motorcycle) (T/508/5308)	IMISPRT2

**Note:** The NOS unit ESK11NT1, Using the Internet, is embedded throughout the qualification.



<b>UNIT REF: MOTT01</b>	<b>UNIT TITLE: SAFE WORKING PRACTICES IN THE VEHICLE TEST CENTRE</b>
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<b>Level: 2</b>	<b>Route: All routes</b>
<b>Guided Learning Hours: 2</b>	
<b>Rationale:</b> This unit enables the learner to develop an understanding of the importance of good housekeeping and health and safety in the vehicle test centre. It will provide an understanding of significant risks and how to identify and minimise them.	

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The Learner will:</b>	<b>The Learner can:</b>
1. Understand the requirements relating to health, safety and good housekeeping in a vehicle test centre	a. Identify the main legislative requirements relating to Health and Safety in the vehicle testing environment b. Identify the key hazards and risks relating to a vehicle testing environment
2. Understand personal responsibilities within the vehicle test centre	a. Explain the importance of own responsibility in maintaining the health and safety of yourself and others b. Explain the importance of personal, and workplace presentation
3. Be able to work safely within the vehicle test centre	a. Select and use suitable vehicle and personal protective equipment throughout activities b. Perform housekeeping activities safely in a way which minimises risk to customers and staff c. Maintain a clean work area free from debris and waste materials d. Maintain tools and equipment for safe working e. Use safe working practices at all times, whilst carrying out vehicle testing

**Content:**

**Learning Outcome 1**

**Legislative requirements**

- a. Provision and Use of Work Equipment Regulations.
- b. Electricity at Work Regulations.
- c. Noise at Work Regulations.
- d. Manual Handling Operations Regulations.
- e. Health and Safety (Display Screen Equipment) Regulations.
- f. Safe Working Loads.
- g. Working at Height Regulations.

**Legislation relevant to Health and Safety**

- a. Health and Safety at work act
- b. Control of substances Hazardous to Health
- c. Environmental Protection Agency
- d. Manual Handling Operations Regulations 1992
- e. Personal Protective Equipment Regulations 1992

**Hazards and risks to include:**

- a. The difference between a risk and a hazard.
- b. Potential risks resulting from:
  - i. the use and maintenance of machinery or equipment
  - ii. the use of materials or substances
  - iii. accidental breakages and spillages
  - iv. unsafe behaviour
  - v. working practices that do not conform to laid down policies
  - vi. environmental factors
  - vii. personal presentation
  - viii. unauthorised personal, customers, contractors etc entering your work premises.
- c. The employee's responsibilities in identifying and reporting risks within their working environment.
- d. The method of reporting risks that are outside your limits of authority.
- e. Potential causes of:
  - i. fire
  - ii. Explosion
  - iii. noise
  - iv. harmful fumes
  - v. slips
  - vi. trips
  - vii. falling objects.

**Learning Outcome 2**

**Personal responsibilities**

- a. The purpose of workplace policies and procedures on:
  - i. the use of safe working methods and equipment
  - ii. the safe use of hazardous substances
  - iii. smoking, eating , drinking and drugs
  - iv. emergency procedures
  - v. personal appearance.



<b>UNIT REF: MOTT02</b>	<b>UNIT TITLE: WORKING RELATIONSHIPS WITHIN THE VEHICLE TEST CENTRE</b>
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<b>Level: 2</b>	<b>Route: All routes</b>
<b>Guided Learning Hours: 2</b>	
<b>Rationale:</b> This unit enables the learner to understand and apply their knowledge of effective communication and building good working relationships with colleagues and customers.	

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The Learner will:</b>	<b>The Learner can:</b>
1. Understand how to communicate within the vehicle test centre	a. Explain the importance for clear and accurate communications throughout all activities b. Explain the importance of developing positive relationships with colleagues and customers c. Explain how to communicate the results of the test with vehicle presenters
2. Understand the rights of vehicle presenters relating to vehicle testing	a. Identify the rights of vehicle presenters b. Describe what to do in the event of a customer complaint or appeal
3. Be able to communicate effectively with others within the vehicle test centre	a. Use methods of communication with vehicle presenters and/or assistants that are appropriate to the situation b. Give accurate information relating to the vehicle testing activities

<p><b>Content:</b></p> <p><b>Learning Outcome 1</b>  <b>Importance of communication and maintaining positive working relationships:</b></p> <ul style="list-style-type: none"> <li>a. Morale</li> <li>b. Productivity</li> <li>c. Company image</li> <li>d. Customer relationships</li> <li>e. Colleagues</li> </ul> <p><b>Organisational &amp; customer requirements:</b></p> <ul style="list-style-type: none"> <li>a. Importance of time scales to customer and organisation</li> </ul> <p><b>Learning Outcome 2</b>  <b>Rights of vehicle presenters</b></p> <ul style="list-style-type: none"> <li>a. Right to have the vehicle tested</li> <li>b. Right to view the test</li> <li>c. Right to appeal</li> <li>d. Right to make a complaint</li> </ul> <p><b>Customer complaints and appeals</b></p> <ul style="list-style-type: none"> <li>a. Appeals against result of the test</li> <li>b. Complaints about staff conduct</li> <li>c. Complaints about test centre practices and processes</li> <li>d. Escalation of complaint procedure</li> </ul>
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Content Contd.

**Learning Outcome 3**

**Methods/techniques of communication:**

- a. Verbal
- b. Signs and notices
- c. Memos
- d. Telephone
- e. Electronic mail
- f. Vehicle job card
- g. Notice boards

**Factors that determine the method of communication chosen:**

- a. Distance
- b. Location
- c. Job responsibility

**Communication with vehicle presenter\* requirements when carrying out vehicle tests**

\*Note: "Presenter" is any person that physically presents the vehicle to be tested; it may be the owner, the owner's representative, a trade customer or an internal customer.

**Competent Authority/Supervisory Body procedures for :**

- a. Pass
- b. Pass and advise
- c. Aborting a test
- d. Abandoning a test
- e. Refusing a test



<b>UNIT REF: MOTT03</b>	<b>UNIT TITLE: MANAGE OWN PROFESSIONAL DEVELOPMENT AS AN MOT TESTER</b>
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<b>Level: 2</b>	<b>Route: All routes</b>
<b>Guided Learning Hours: 2</b>	
<b>Rationale:</b> This unit is around an individual understanding the need and methods of how to keep their technical skills and knowledge up to date. This unit will enable the learner to develop and monitor a personal development plan.	

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The Learner will:</b>	<b>The Learner can:</b>
1. Understand the official published requirements for Continuous Professional Development (CPD)	a. Identify the official published requirements for ongoing CPD for vehicle testers b. Explain the benefits of completing more CPD than the minimum requirement c. Explain the implications of non-compliance with CPD requirements
2. Know how to manage their CPD requirements	a. Explain how to establish their own training needs b. Explain the importance of discussing their own performance with others c. Identify ways in which they can develop their knowledge of and competence in vehicle testing d. Use a personal development plan, to identify their continued professional development

<p><b>Content:</b></p> <p><b>Learning Outcome 1</b></p> <p><b>Competent Authority/Supervising Body requirements:</b></p> <ol style="list-style-type: none"> <li>a. For Testers in each vehicle class, a programme of MOT annual training is required, comprising a minimum of 16 hours learning over 5 years, with no less than 3 hours in any year,</li> <li>b. In addition testers must maintain competency and capability levels in relation to Special Notices and any other Competent Authority/Supervisory Body published information.</li> <li>c. A test must be completed and passed each year.</li> </ol> <p><b>Over and above minimum requirements:</b></p> <ol style="list-style-type: none"> <li>a. <b>Additional benefits of completing CPD</b> <ol style="list-style-type: none"> <li>i. For the individual</li> <li>ii. For the organisation</li> </ol> </li> <li>a. The benefits of completing more CPD than the minimum requirement: 16 hours CPD over 5 years reflects the minimum requirements necessary to maintain compliance with test requirements.</li> <li>b. Those engaging in additional CPD will potentially have a greater knowledge of the MOT Testing Scheme and will be more up to date with emerging vehicle technology.</li> <li>c. Furthermore, they will be looked upon more favourably by the Competent Authority/Supervising Body.</li> <li>d. Implication of non-compliance with CPD:           <ol style="list-style-type: none"> <li>i. Failure to provide evidence of MOT Annual Training will be treated as a shortcoming and may:               <ul style="list-style-type: none"> <li>• Lead to disciplinary action against AE and Tester.</li> <li>• Affect a tester’s “qualified” status.</li> </ul> </li> <li>ii. Failure to pass the MOT Annual Assessment will be treated as a shortcoming and may:               <ul style="list-style-type: none"> <li>• Lead to disciplinary action against the AE and Tester.</li> <li>• Affect a tester’s “qualified” status.</li> </ul> </li> </ol> </li> </ol>
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Content Contd.

**Learning Outcome 2**

**How to establish training needs:**

- a. Competent Authority/Supervisory Body publish a CPD framework on an annual basis.
- b. Testers should identify their own areas for professional development which may include evaluating their own strengths, weaknesses, opportunities and threats (SWOT)
- c. Feedback from others

**Ways to stay up to date:**

- a. Supervising body annual publication of CPD requirements
- b. Supervising body reports and notices
- c. e-shots
- d. Newsletters
- e. Seminars
- f. Networking events
- g. Technical training
- h. Mentoring



<b>UNIT REF: MOTT04</b>	<b>UNIT TITLE: CARRY OUT PRE-TEST CHECKS FOR A STATUTORY PERIODIC ROADWORTHINESS</b>
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<b>Level: 2</b>	<b>Route: All routes</b>
<b>Guided Learning Hours: 4</b>	
<b>Rationale:</b> This unit enables the learner to carry out the necessary preparatory checks on a vehicle to ensure that a valid vehicle test can take place.	

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The Learner will:</b>	<b>The Learner can:</b>
1. Know if the facilities are suitable to test the presented vehicle	a. Identify the limitations of the testing facilities when presented with a vehicle to test
2. Be able to check that the entire vehicle test can be completed	a. Use appropriate vehicle and personal protective equipment b. Undertake a vehicle acceptance check and identify if the vehicle is suitable for testing c. Locate relevant vehicle controls and systems for test d. Identify the reasons for refusing or declining to test the vehicle
3. Be able to access information required for vehicle testing	a. Use IT systems to locate relevant information for vehicle testing b. Locate vehicle identification information

<p><b>Content:</b></p> <p><b>Learning Outcome 1</b> <b>Limitations of the Testing facility:</b></p> <p><b>Vehicle Test Centres</b></p> <ol style="list-style-type: none"> <li>a. The requirements and limitations of a Vehicle Test Centre are set out in the official published requirements</li> <li>b. Vehicle Test centres may only test those classes and types of vehicle that they are authorised to test and which are of a size and weight that can be accommodated on the authorised test equipment</li> <li>c. Test equipment used must be approved by Competent Authority/Supervisory Body.</li> </ol> <p><b>Test Classes:</b></p> <ol style="list-style-type: none"> <li>a. All test classes relevant to vehicle type:             <ol style="list-style-type: none"> <li>I. seating capacity</li> <li>II. weight where applicable</li> <li>III. how vehicles can change class</li> <li>IV. issues concerning dual purpose vehicles</li> <li>V. structure of the two part VT9a classes poster</li> <li>VI. link to e mail alerts and matter of testing on line</li> </ol> </li> </ol> <p><b>Vehicle Testers</b></p> <ol style="list-style-type: none"> <li>a. The requirements and limitations of a Vehicle Tester to inspect a vehicle are set out in the official published requirements</li> <li>b. Only specifically approved people may conduct tests, sign official documents and make database entries</li> <li>c. Restrictions to test a vehicle</li> </ol>
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Content Contd.

**Learning Outcomes 2**

**VPE/PPE (Where appropriate)**

- a. Seat covers
- b. Floor mats
- c. Steering wheel covers
- d. Safety Shoes
- e. Overalls
- f. Gloves
- g. Head protection

**Vehicle pre-test procedure**

- a. Inspection Procedure published in the introduction of the Inspection Vehicle safety checks
- b. Equipment checks

**Vehicle Controls**

- a. The Vehicle Tester must be able to identify those controls that need to be tested
- b. He/she must also be able to identify the controls necessary in order that the vehicle may be safely driven in and out of the vehicle testing facility
- c. Adaptations for disabled drivers or other special vehicle uses

**Reasons for refusal and decline to test**

- a. Requirement for Pre-test checks, and grounds for a refusal to test
- b. Inspection Manuals (all classes)
- c. Refusal to Test

**Testing Guide**

- a. Testing Responsibilities
- b. Grounds for refusal to carry out a test

**Learning Outcome 3**

**Reference Material and Special Notices:**

- a. How to access reference material, including the Testing Guide and special notices
- b. The rules concerning retention and printing of special notices
- c. Relevant sections of the introduction to the Inspection Manual and how to use manual, for example, refuse to test, inspection procedure, assessment criteria, modified vehicles and any section the trainer feels relevant.

**Sources of vehicle specific information/ Vehicle Identification information**

- a. Web browser
- b. Vehicle Identification Number (VIN)
- c. Vehicle registration information
- d. Vehicle Handbook
- e. MOT Testing Service (Computerised system)



<b>UNIT REF: MOTT05LV</b>	<b>UNIT TITLE: CARRY OUT A STATUTORY PERIODIC ROADWORTHINESS TEST</b>
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<b>Level: 2</b>	<b>Route: Classes 4 and 7 (M1 + N1 )</b>
<b>Guided Learning Hours: 19</b>	
<b>Rationale:</b> This unit provides the learner with the knowledge and skills required to carry out a vehicle test using prescribed methods and current published guidance	

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The Learner will:</b>	<b>The Learner can:</b>
1. Know testing methods and how to conduct a vehicle test	<ul style="list-style-type: none"> <li>a. Identify the ethical requirements associated with vehicle testing</li> <li>b. Identify legal implications associated with carrying out vehicle tests and issuing test results</li> <li>c. Describe their responsibilities when authorising test records on behalf of the Competent Authority /Supervising Body</li> <li>d. Describe how and when to use an assistant during testing activities</li> <li>e. Identify the different records and forms relating to vehicle testing</li> <li>f. Explain the procedure and requirements for retesting a vehicle including partial retests</li> <li>g. Explain the importance of keeping personal and customer information, data and passwords secure</li> </ul>
2. Be able to work safely when carrying out vehicle test	<ul style="list-style-type: none"> <li>a. Use suitable vehicle and personal protection throughout all activities</li> <li>b. Work in a way that reduces risk of damage or injury to the vehicle, people and environment</li> </ul>
3. Be able to use suitable sources of information to carry out a vehicle test	<ul style="list-style-type: none"> <li>a. Locate latest information published online by Competent Authority/Supervising Body</li> <li>b. Select suitable sources of information relating to testing activities including legal, technical information and testing procedures</li> <li>c. Use relevant information to enable an accurate decision relating to vehicle testing</li> </ul>
4. Be able to use appropriate tools and equipment in relation to a vehicle test	<ul style="list-style-type: none"> <li>a. Use the approved tools and equipment in relation to the testing activities</li> <li>b. Check all approved tools and equipment for safety and calibration where required</li> </ul>



5. Be able to carry out the test in accordance with the guidance for classes 4 & 7 (M1, N1)	<ul style="list-style-type: none"><li>a. Prepare the vehicle systems and work area prior to test</li><li>b. Use the recommended inspection routine outlined in the vehicle inspection manual</li><li>c. Carry out systematic vehicle test following approved procedures and recognised inspection methods</li><li>d. Apply the standards for the test and the correct defect categorisation as mandated by the Inspection Manual</li><li>e. Use information recorded during test to inform decisions</li></ul>
6. Be able to record the information relating to the vehicle test	<ul style="list-style-type: none"><li>a. Record the vehicle on the MOT Testing Service (Computerised system) prior to carrying the vehicle test</li><li>b. Select the correct form relating to testing decision</li><li>c. Use the MOT Testing Service (Computerised system) to record your decision and additional information gathered during testing activities</li></ul>

**Content:****Learning Outcome 1****Ethical Requirements:**

- a. Acting on behalf of the Secretary of State for Transport to certify that in-scope vehicles meet the requirements of the MOT Test
- b. Acting honestly, compliant within the rules of the MOT scheme and avoiding fraud
- c. Not compromising road safety through inappropriate or fraudulent activities connected with the MOT scheme

**Legal implications**

- a. Removal from the scheme through the MOT disciplinary process
- b. Prosecution
- c. Bringing the MOT Scheme into disrepute

**Purpose**

In-scope vehicles over a prescribed age are checked once a year to ensure that they meet key roadworthiness and environmental requirements.

- a. A test record is created
- b. The test only relates to the condition of testable items at the time of test
- c. Dismantling is not permitted

**Testing responsibilities**

- a. Test appointments
- b. Viewing of tests
- c. Conduct of tests
- d. MOT Testing Service use and security requirements

**Use of assistants**

- a. Requirement for assistants in normal testing
- b. One Person Test Lane and Automated Test Lane requirements

**Personal and customer information**

- a. Password authentication, and test data security
- b. Customer personal data

**Learning Outcome 2****VPE/PPE (Where appropriate)**

- a. Seat covers
- b. Floor mats

Content Contd.

- c. Steering wheel covers
- d. Safety Shoes
- e. Overalls

Content contd

- f. Gloves
- g. Head protection

**Work in a way that reduces the risk injury to the vehicle, people and environment**

Potential risks resulting from:

- a. The use and maintenance of machinery or equipment
- b. The use of materials or substances
- c. Accidental breakages and spillages
- d. Unsafe behaviour
- e. Working practices that do not conform to laid down policies
- f. Environmental factors
- g. Personal presentation
- h. Unauthorised personal, customers, contractors etc entering your work premises

**Learning Outcomes 3**

**Materials and Forms:**

- a. How to access reference material, including the Testing Guide and special notices
- b. The rules concerning retention and printing of special notices
- c. Relevant sections of the introduction to the Inspection Manual & how to use manual, for example, refuse to test, inspection procedure, assessment criteria, modified vehicles and any section the trainer feels relevant
- d. Official published forms

**Sources of Information:**

- a. Inspection Manual
- b. Testing Guide
- c. Special notices
- d. Rules concerning retention and printing of special notices.
- e. Inspection procedure
- f. "DVSA Direct"
- g. "Matters of Testing"

**Learning Outcome 4**

**Equipment:**

- a. Use of designated acceptable equipment (only)
- b. Procedures following testing equipment failure
- c. Condition of equipment and calibration requirements
- d. The difference between Automated Test Lane and One Person Test Lane equipment

**Learning Outcome 5**

**Prepare the vehicle systems & work areas**

- a. Use of Vehicle Protective Equipment
- b. MOT bay is clear, tidy and safe
- c. Vehicle can be safely inspected

**Standards:**

- a. Assessment of component wear and condition
- b. Minimum standards
- c. Time of test
- d. Types of decision
- e. Objective and subjective, assessment criteria
- f. Inappropriate modifications and repairs,
- g. Common areas of incorrect decisions.
- h. partial re-tests

**Testable items:**

- a Use recommended Inspection Routine outlined in the Mot Inspection Manual
- b Carry out systematic vehicle test following approved procedures and recognised inspection methods
- c Using the MOT Inspection Manual, carry out an inspection, identify in-scope items which pass, pass with advice or fail

Content Contd.

**Inspection Manual Appendix C Structural Integrity and Corrosion.**

Prescribed areas, load bearing structure, highly stressed components and thin gauge steel pressings. Methods of inspection, use of Corrosion Assessment Tool and fail criteria. Methods of repair, seam welds, spot welds and manufacturer repair methods. Procedure if repair cannot be assessed

**Section 1. Lighting and Electrical Systems:**

Lamps in scope of test, method of inspection, fail criteria for all testable lamps and relevant warning lamps. Additional lamps, variations depending on vehicle type and age. Types of head lamp, methods of inspection for beam aim and fail criteria. Battery and electrical wiring, tow bar sockets, method of inspection and fail criteria. The difference between lamps and signaling devices.

**Section 2. Steering & Suspension:**

Methods of inspection for steering controls, free play, play under load, static inspection, lock to lock and checks relevant to power steering. Fail criteria for all steering defects and the correct methods of inspection relevant to vehicle positioning (hard standing or turn plates).

Procedure for modified vehicles.

Methods of inspection and fail criteria for all relevant spring types, relevant checks on all moving and static suspension components, difference between testable (part of suspension) and non testable (not part of suspension) rear drive shafts. Relevant checks on wheel bearings, front drive shafts and universal joints, dampers and gaiters. Jacking procedure and correct use of turn plates.

Procedure for modified vehicles.

**Section 3. Braking systems:**

Test procedure for parking brakes, including electronic type, service brakes, hydraulic operation, full power braking, Anti-lock Brake Systems (ABS) and (Electronic Stability Programmes) ESP, all hydraulic and mechanical components, All aspects of brake performance testing using an RBT, decelerometer and plate testing. Methods of calculating brake efficiency and imbalance for class 4 & 7 vehicles as well as all fail criteria and correct test methods.

Procedure for modified vehicles

**Section 4. Wheels & Tyres:**

Tyre structures, legal fitment, testable and non testable markings, dual markings, space saver tyres fail criteria, condition, damage and correct fitment, tread depth requirement variations for vehicle type and age. Wheel condition and security, extra requirements for class 7 & large class 4 vehicles. Fitment and correct operation of Tyre Pressure Monitoring Systems (TPMS) if relevant to vehicle type and age.

**Section 5. Seat Belts:**

Correct type and fitment as required by legislation and vehicle age/type, belts to be tested, when fitted belt is not a seat belt, condition, operation and security, child seat fitted procedure. Supplementary restraint systems test procedure & fail criteria. Criteria for seat belt installation checks relevant to vehicle type and age.

Procedure for modified vehicles.

**Section 6. Body, Structure & General Items:**

Vehicle structure test and fail criteria not within a prescribed areas, body security and body condition. Engine mountings, fail criteria, seats and doors, test procedure and fail criteria relevant to vehicle type, age and modification. Registration plates and Vehicle Identification Number (VIN), test procedure and fail criteria relevant to vehicle type and age. Load security, spare wheel and carrier, speed limiter fitment to relevant vehicles, tow bars and speedometer. Sharp edges and projections.

**Section 7. Exhaust, Fuel & Emissions:**

Test procedures for fuel & exhaust systems, missing DPF for diesel vehicles and catalytic converters for petrol and diesel vehicles, identify vehicles by age and relevant emissions test. Correct emission test applicable to available vehicle, test methods and fail criteria. Issues with Diesel testing including pre checks, use of temperature sensor, low revs and no printout.

**Section 8. Driver's View of the Road:**

Method of Inspection and Reason for Rejection for 'view to the rear', washers and wipers and windscreen, method of inspection for bonnet retaining device (must close).

Content Contd.

**Section 9. Motor Tricycles and Quadricycles**

Methods of inspection and reasons for rejection relating to motor tricycles and quadricycles in conjunction with other sections of the manual where applicable.

**Partial Retests abandon and abort**

- a Retest procedure found in VT9a (Fees & Appeals) poster and the MOT Testing Guide
- b Correct procedure for using the Pass after Rectification at Station (PRS) function.
- c Abandoned tests where it is impossible to complete a test
- d Aborted tests where there is a problem with equipment

**Learning Outcome 6**

**Documentation:**

- a Select the correct form relating to testing decision
- b Using the inspection checklist to inform and populate the Pass certificate or the 'Refusal of an Mot certificate'
- c The purpose of each document
- d Reasons for issue
- e The data base is the MOT record (not the paper document)
- f Vehicle Defect Reporting Scheme (VDRS) form and VTS procedures if presented with form
- g Roadworthiness Prohibition (PG9) and VTS procedures if presented with form
- h Procedure for issuing duplicate or replacement certificates, who can issue, costs involved
- i Using the Vehicle Testing Service (The MOT computerised system) in training mode, create a record of the simulated test.

**Contingency Procedure:**

- a The procedures for contingency testing in the event of a serious problem with the MOT Testing Service.
- b Security of certificates, retention requirements and record keeping





<b>UNIT REF:</b> MOTT05MC	<b>UNIT TITLE: CARRY OUT A STATUTORY PERIODIC ROADWORTHINESS TEST (MOTORCYCLE)</b>
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<b>Level: 2</b>	<b>Route: Classes 1 and 2 (L1, L2, L3 and L4)</b>
<b>Guided Learning Hours: 19</b>	
<b>Rationale:</b> This unit provides the learner with the knowledge and skills required to carry out a vehicle test using prescribed methods and current published guidance.	

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The Learner will:</b>	<b>The Learner can:</b>
1. Know testing methods and how to conduct a vehicle test	<ul style="list-style-type: none"> <li>a. Identify the ethical requirements associated with vehicle testing</li> <li>b. Identify legal implications associated with carrying out vehicle tests and issuing test results</li> <li>c. Describe their responsibilities when authorising test records on behalf of the Competent Authority/Supervising Body</li> <li>d. Describe how and when to use an assistant during testing activities</li> <li>e. Identify the different records and forms relating to vehicle testing</li> <li>f. Explain the procedure and requirements for retesting a vehicle including partial retests</li> <li>g. Explain the importance of keeping personal and customer information, data and passwords secure</li> </ul>
2. Be able to work safely when carrying out a vehicle test	<ul style="list-style-type: none"> <li>a. Use suitable personal protective equipment throughout all activities</li> <li>b. Work in a way that reduces risk of damage or injury to the vehicle, people and environment</li> </ul>
3. Be able to use suitable sources of information to carry out a vehicle test	<ul style="list-style-type: none"> <li>a. Locate latest information published online by Competent Authority/Supervising Body</li> <li>b. Select suitable sources of information relating to testing activities including legal, technical information and testing procedures</li> <li>c. Use relevant information to enable an accurate decision relating to vehicle testing</li> </ul>
4. Be able to use appropriate tools and equipment in relation to a vehicle test	<ul style="list-style-type: none"> <li>a. Use the approved tools and equipment in relation to the testing activities</li> <li>b. Check all approved tools and equipment for safety and calibration where required</li> </ul>



5. Be able to carry out the test in accordance with the guidance for classes 1 & 2 (L1, L2, L3 and L4)	<ul style="list-style-type: none"><li>a. Prepare the vehicle systems and work area prior to test</li><li>b. Use the recommended inspection routine outlined in the vehicle inspection manual</li><li>c. Carry out systematic vehicle test following approved procedures and recognised inspection methods</li><li>d. Apply the standards for the test and the correct defect categorisation as mandated by the Inspection Manual</li><li>e. Use information recorded during test to inform decisions</li></ul>
6. Be able to record the information resulting from the vehicle test	<ul style="list-style-type: none"><li>a. Record the vehicle on the MOT Testing Service (Computerised system) prior to carrying out the vehicle test</li><li>b. Select the correct form relating to testing decision</li><li>c. Use the MOT Testing Service (Computerised system) to record your decision and additional information gathered during testing activities</li></ul>

<p><b>Content:</b></p> <p><b>Learning Outcome 1</b></p> <p><b>Ethical Requirements:</b></p> <ul style="list-style-type: none"><li>• Acting on behalf of the Secretary of State for Transport to certify that in-scope vehicles meet the requirements of the MOT Test</li><li>• Acting honestly, compliant within the rules of the MOT scheme and avoiding fraud</li><li>• Not compromising road safety through inappropriate or fraudulent activities connected with the MOT scheme</li></ul> <p><b>Legal implications</b></p> <ul style="list-style-type: none"><li>• Removal from the scheme through the MOT disciplinary process</li><li>• Prosecution</li><li>• Bringing the MOT Scheme into disrepute</li></ul> <p><b>Purpose:</b></p> <p>In-scope vehicles over a prescribed age are checked once a year to ensure that they meet key roadworthiness and environmental requirements.</p> <ul style="list-style-type: none"><li>• A test record is created</li><li>• The test only relates to the condition of testable items at the time of test</li><li>• Dismantling is not permitted</li></ul> <p><b>Testing responsibilities</b></p> <ul style="list-style-type: none"><li>• Test appointments</li><li>• Viewing of tests</li><li>• Conduct of tests</li><li>• MOT Testing Service use and security requirements</li></ul> <p><b>Use of assistants</b></p> <ul style="list-style-type: none"><li>• Requirement for assistants in normal testing</li></ul> <p><b>Personal and customer information</b></p> <ul style="list-style-type: none"><li>• Password authentication, and test data security</li><li>• Customer personal data</li></ul>
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**Learning Outcome 2**

**VPE/PPE (Where appropriate)**

- Safety Shoes
- Overalls
- Gloves
- Head protection

**Work in a way that reduces risk of damage or injury to the vehicle, people and environment**

**Potential risks resulting from:**

- the use and maintenance of machinery or equipment
- the use of materials or substances
- accidental breakages and spillages
- unsafe behaviour
- working practices that do not conform to laid down policies
- environmental factors
- personal presentation
- unauthorised personal, customers, contractors etc entering your work premises

**Learning Outcome 3**

**Materials and Form:**

- How to access reference material, including the Testing Guide and special notices
- The rules concerning retention and printing of special notices
- Relevant sections of the introduction to the Inspection Manual & how to use manual, for example, refuse to test, inspection procedure, assessment criteria, modified vehicles and any section the trainer feels relevant
- Official published forms

**Sources of Information:**

- Inspection Manual
- Testing Guide
- Special notices
- Rules concerning retention and printing of special notices.
- Inspection procedure
- "DVSA" Direct
- "Matters of Testing"

**Learning Outcome 4**

**Equipment:**

- Use of designated acceptable equipment (only)
- Procedures following testing equipment failure
- Condition of equipment and calibration requirements

**Learning Outcome 5**

**Prepare the vehicle systems & work areas**

- Use of Vehicle Protective Equipment
- MOT bay is clear, tidy and safe
- Vehicle can be safely inspected using the appropriate stand or support

**Standards:**

- Assessment of component wear and condition
- Minimum standards
- Time of test
- Types of decision
- Objective and subjective, assessment criteria,
- Inappropriate modifications and repairs,
- Common areas of incorrect decisions.
- Partial re-tests

Content Contd.

**Testable Items**

Use recommended Inspection Routine outlined in the MOT Inspection Manual

Carry out systematic vehicle test following approved procedures and recognised inspection methods

Using the MOT Inspection Manual, carry out an inspection, identify in-scope items which pass, pass with advice or fail

**Section 1 Lighting and Electrical Systems:**

Lamps in scope of test, method of inspection, fail criteria for all testable lamps and relevant warning lamps. Additional lamps, variations depending on motorcycle type and age. Types of head lamp, methods of inspection beam aim and fail criteria.

**Section 2. Steering & Suspension:**

Methods of inspection for steering controls, head bearings, handle bar mountings, lock to lock, fail criteria for all steering defects

Methods of inspection and fail criteria for relevant checks on all moving and static suspension components, All relevant checks on wheel bearings, dampers and fork assemblies. Correct procedure for carrying out wheel alignment on solo machines.

**Section 3. Braking systems:**

Test procedure for brake components, all hydraulic and mechanical components, brake performance testing using a Roller Brake Tester (RBT) and decelerometer, plate testing where appropriate. Methods of calculating brake efficiency for standard, linked braking systems and sidecars, methods of inspection and fail criteria.

**Section 4. Wheels & Tyres:**

Tyre structures, legal fitment, testable and non testable markings, unsuitable tyres, condition, damage and correct fitment, tread depth requirement variations for Motorcycle type and age. Wheel condition, run out, eccentricity and security.

**Section 5. Side Cars:**

Methods of inspection for side cars including wheel alignment procedure and all fail criteria.

**Section 6. Body & Structure:**

Methods of inspection, use of Corrosion Assessment Tool (CAT) and fail criteria, seats, footrests and transmission. Registration plates and Vehicle Identification Number (VIN).

**Section 7. Fuel & Exhaust:**

Method of inspection for fuel & exhaust systems including silencer types and markings.

**Appendix B. Assessment of Corrosion**

Criteria to be considered when making a decision on corrosion related defects

**Partial Retests abandon and abort**

- a Retest procedure found in VT9a (Fees & Appeals) poster and the MOT Testing Guide
- b Correct procedure for using the Pass after Rectification at Station (PRS) function
- c Abandoned tests where it is impossible to complete a test
- d Aborted tests where there is a problem with equipment

**Learning Outcome 6**

**Documentation:**

- a Select the correct form relating to testing decision
- b Using the inspection checklist to inform and populate the Pass certificate or the 'Refusal of an Mot certificate'
  - The purpose of each document
  - Reasons for issue
  - The data base is the MOT record (not the paper document)
  - Vehicle Defect Reporting Scheme (VDRS) form and VTS procedures if presented with form
  - Roadworthiness Prohibition (PG9) and VTS procedures if presented with form
  - Procedure for issuing duplicate or replacement certificates, who can issue, costs involved
- C Using the Vehicle Testing Service (The MOT computerised system) in training mode, create a record of the simulated test.

**Contingency Procedure:**

The procedures for contingency testing in the event of a serious problem with the MOT Testing Service. Security of certificates, retention requirements and record keeping