

MOT SPECIAL NOTICE



Issue Number

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Issue Date

January 2009

All Authorised Examiners and Designated Councils in Classes

All Classes

The last Special Notice issued was

9 – 2008 All Classes

Is it mandatory to print this Special Notice:

Printed Copy Not Required

Item	Page	Subject	Relevant to
1	1	The Scheme Performance Report	AEs & NTs all Classes
Annex A		MOT Scheme Performance Report	AEs & NTs all Classes
Annex B		Scheme Performance Report (Group B)	AEs & NTs all Classes
Annex C		Scheme Performance Report (Group A)	AEs & NTs all Classes

Item 1 The Scheme Performance Report

This Special Notice provides updated information about the Scheme Performance Report. An explanation of the contents of the Scheme Performance Report is provided in annex A with examples of the report for Group B VTSs in annex B and Group A VTSs in annex C.

This Special Notice replaces the previously issued document 'Guide to Performance Report and Garage Information Report' which is now obsolete.

A handwritten signature in black ink, appearing to read 'G.W. Cumming', is centered on the page.

Neil Cumming

Head of Roadworthiness and Testing policy Group

All Nominated Testers must acknowledge via the VTS Device that they have read and understood the contents of this Special Notice.

Annex A MOT Scheme Performance Report

Introduction

The Scheme Performance Report contains information about MOT tests conducted at individual VTSs. The report can be used by Authorised Examiners to manage and monitor their VTS(s) and NTs by comparing the VTS [NT] performance data against national averages.

The information is presented at VTS or NT level depending on the report selection criteria.

- For example, an AE may request a report showing information for the VTS(s) associated with the AE, for the NT(s) associated with a specified VTS or for an individual NT working at a VTS.
- A Site Manager may request a report showing information for the NT(s) working at a specified VTS that the Site Manager is associated with or for an individual NT working at the VTS.
- An NT may request a report showing information on their own performance only.

Change to the data collection method

Each month MOT Comp collects and analyses a sample of data for each VTS. Formerly, the starting date for the monthly collection of data for each VTS varied across the month but from January 2009, the sample data for every VTS will be collected from the same date each month. The benefit of this is that more accurate comparisons may be made between individual averages and scheme averages because the sets of data will be matched on the normal weekly and monthly variations.

Please note that whilst this change to the collection method works its way through the system, reports requested in January and February 2009 will contain data relating to tests conducted in December 2008. From March 2009 onwards, a request for the current Scheme Performance Report will display data which relates to tests performed in the month before last.

For example, a report requested in early March 2009 will show data on the last 100 tests collected in January 2009.

A report requested in early April 2009 will show data on the last 100 tests collected in February 2009.

A report requested in early May 2009 will show data on the last 100 tests collected in March 2009.

Explanation of the MOT Scheme Performance Report

The example shown in Annexes B and C illustrates the contents of the report at VTS level. Labels have been added (e.g. ❶) where a detailed description of the item is given below. The descriptions assume the VTS level report but provide the options for the NT level in brackets [].

❶ *Number of tests analysed (dd/mm/yyyy – dd/mm/yyyy)*

MOT Comp selects the last 100 tests (*Initial Test, Full Retest or Partial Retest*) performed at the VTS or by the specified NT. The dates given are the dates between which the 100 tests were performed.

❷ *VTS Key Metrics* **NEW from May 2009**

The Scheme Performance report, at VTS level only, includes a section called VTS Key Metrics which provides information about 4 key measures (metrics) of the VTS performance. These metrics are calculated from the consolidated data of tests performed at the VTS.

For each key metric, there are two values :

VTS 3 Month Average – this is the rolling average over the last 3 months. By calculating the average over this period, minor variations in any month are smoothed out.

VTS Baseline mm/yyyy – this is a snapshot of the values of each of the four key metrics taken in the month specified.

Please note that the first VTS 3 Month Average will be calculated in March 2009 (03/2009) based on data collected over the previous three months (January, February, March 2009). The first VTS Baseline will be taken in March 2009 and will be the same as the VTS 3 Month Average.

Seasonally Adjusted Number of Tests / Day – a seasonal adjustment is applied to the sample of initial tests to compensate for the non-uniform distribution of tests through the year.

Average Mins for Initial Group (A and / or B) Test – The time taken is from Registration to Result Entry. The calculation excludes abandoned and emergency catch-up tests or tests with duration greater than 24 hours.

Initial Test Failure Rate – all classes (%) – shows the proportion of initial tests (including abandoned tests) of all classes that have an outcome of fail.

Average Age of Tested Vehicles (years) – a vehicle's age is derived from the vehicle's Date of First Use and the vehicle test date.

For each metric, MOT Computerisation will automatically monitor the rolling three month average against the baseline value and will highlight significant change between the average and the baseline by marking ### against the relevant metric.

The baseline value is re-set immediately after a Site Assessment has been conducted at the VTS or following a review of the VTS by VOSA. This will be indicated by the change in baseline date; the baseline value may remain the same.

Data in the remainder of the report is displayed in two columns: the first column is the VTS [NT] results; the second column is the average of sampled MOT activity from all VTSs [NTs] during the period selected e.g. 03/2009 is March 2009. Any data with a value that is abnormally higher or lower than the scheme value is highlighted by '****' in the space between the two columns.

1 *Average Number of Tests / Day - all test types*

This compares the average daily throughput of the VTS [NT] against the average across the scheme. Both calculations are based on an assumed 5 working days per week and no allowance is made for differences in opening hours.

2 *Average Mins for Initial Group A and / or B Test*

(Group A = Classes I and II, Group B = Classes III, IV, V and VII)

The time taken is from Registration to Result Entry.

3 *Initial Test Failure Rate – all classes (%)*

This is the proportion of initial tests (including abandoned tests) of all classes that have an outcome of fail.

4 *Average Age of Tested Vehicles (years)*

A vehicle's age is derived from the vehicle's Date of First Use and the vehicle test date.

5 *Average Mins for Full Retest / Partial Retest*

The time taken is from Registration to Result Entry

6 *Defect Rate for Initial Test (%)*

Component groups for all classes tested are displayed with the appropriate label, eg Lighting and signalling. If no defects have been recorded for a component in the reporting period, a zero value is displayed in the VTS [NT] Period column.

7 *Full Retest / Partial Retest Failure Rate (%)*

This is the proportion of full retests and partial retests that have an outcome of fail.

8 *Replacement Issue Rate (%)*

This shows the rate of replacement test certificates issued by the VTS [NT]. This figure does not include a count of any replacements issued by the local Area Office on behalf of the VTS [NT].

9 *QC Index*

The QC Index is the average QC scores recorded within the VTS or by the NT where a QC test scores 8 for Satisfactory, 3 for Minor Discrepancies and 1 for Unsatisfactory. The value is only calculated if Quality Check Tests are found. If none have been done at the VTS, this value is omitted.

Requesting a Scheme Performance Report

From the Main Menu

↳ Other Functions

↳ Request Non Personnel Reports

↳ Request Performance Report (AE) or

↳ Request Performance Report (Site) or

↳ Request Performance Report (Self)

Complete the selection criteria (VTS or NT) then select month for which report is required :

↳ Select Sample Month eg. 03/2009

Submit request

The system will send you an acknowledgement message with details of the report requested. The report will be produced overnight and will be available the following day.

To view the report :

From the Main Menu

↳ Messages VSI and Reports

↳ Select the report message

Click on the link to the report

A report will appear on your screen which you may print if you wish but it may also be read directly from the screen.

Annex B Scheme Performance Report (Group B)

AE Name	John Smith and Jane Smith		
AE Number	A1234		
Number of VTSSs	1		
VTS Trading as	Smith's Garage		
Site Number	V123456		
Number of NTs	3		
Number of Tests Analysed	24/02/2009– 19/03/2009		
0 Initial Test	87		
Full Retest	3		
Partial Retest	10		
VTS Key Metrics	VTS 3 Month Average		VTS Baseline 03/2009
Seasonally Adjusted Number of Tests / Day	10.53		12.15
Average Mins for Initial Group B Test	32.42		44.23
V Initial Test Failure Rate – all classes (%)	18.18	###	35.89
Average Age of Tested Vehicles (years)	4.04		3.75
	VTS Period 03/2009		Scheme Average 03/2009
1 Average Number of Tests / Day - all test types	2.15		7.99
2 Average Mins for Initial Group B Test	52.00		47.43
3 Initial Test Failure Rate – all classes (%)	29.63		28.54
4 Average Age of Tested Vehicles (years)	5.36		6.21
5 Average Mins for Full Retest	8.21		31.76
Average Mins for Partial Retest	5.03		5.56
Defect Rate for Initial Test (%)			
6 Lighting and signalling	23.87	***	18.54
Steering	2.78		3.59
Suspension	8.97		11.37
Brakes	12.87		12.09
Tyres	7.21		8.41
Road wheels	0.00	***	1.03
Seatbelts	3.76		3.15
Body and structure	3.76		3.15
Fuel and exhaust	8.67		6.82
Drivers view of the road	9.24		8.11
Driving controls	1.38		1.95
Reg plates and VIN	2.13		2.55
Motor tricycles and quadricycles	0.00	***	0.63
7 Full Retest Failure Rate (%)	0.02		1.23
Partial Retest Failure Rate (%)	0.00		0.09
Spare Card Usage Rate (%)	0.00		0.78
Average VIN VRM Mismatches	0.87		0.77
<hr/>			
Analysed 60 Days Data (preceding 19/03/2009)			
8 Replacement Issue Rate (%)	1.20	***	0.64
Test Registration failed because: Neither VRM nor VIN matched with DVLA	4.00		7.00
9 QC Index	8.00		7.82

Annex C Scheme Performance Report (Group A)

AE Name John Smith and Jane Smith
 AE Number A1234
 Number of VTSs 1
 VTS Trading as Smith's Garage
 Site Number V123456
 Number of NTs 3

Number of Tests Analysed 24/02/2009– 19/03/2009

0 Initial Test 87
 Full Retest 3
 Partial Retest 10

VTS Key Metrics

VTS
 3 Month
 Average

VTS
 Baseline
 03/2009

Seasonally Adjusted Number of Tests / Day

10.53

12.15

Average Mins for Initial Group A Test

16.09

14.35

V Initial Test Failure Rate – all classes (%)

18.18

###

35.89

Average Age of Tested Vehicles (years)

4.04

3.75

VTS
 Period
 03/2009

Scheme
 Average
 03/2009

1 Average Number of Tests / Day - all test types

2.15

7.99

2 Average Mins for Initial Group A Test

23.78

22.76

3 Initial Test Failure Rate – all classes (%)

29.63

28.54

4 Average Age of Tested Vehicles (years)

5.36

6.21

5 Average Mins for Full Retest

8.21

31.76

5 Average Mins for Partial Retest

5.03

5.56

Defect Rate for Initial Test (%)

6 Motorcycle lighting and signalling

10.94

8.86

6 Motorcycle steering and suspension

4.89

5.43

Motorcycle brakes

6.32

5.25

Motorcycle tyres and wheels

4.58

3.81

Motorcycle sidecar

0.00

1.87

Motorcycle fuel and exhaust

2.15

2.56

Motorcycle body and structure

2.42

2.47

Motorcycle drive system

1.65

2.38

Motorcycle driving controls

2.76

2.99

Motorcycle reg plates and VIN

3.45

2.55

7 Full Retest Failure Rate (%)

0.02

1.23

7 Partial Retest Failure Rate (%)

0.00

0.09

Spare Card Usage Rate (%)

0.00

0.78

Average VIN VRM Mismatches

0.87

0.77

Analysed 60 Days Data (preceding 19/03/2009)

8 Replacement Issue Rate (%)

1.20

0.64

Test Registration failed because:

Neither VRM nor VIN matched with DVLA

4.00

7.00

9 QC Index

8.00

7.82