



Driver & Vehicle  
Standards  
Agency

## APPROVED TACHOGRAPH CENTRE

### SPECIAL NOTICE

**SN No 04-2020**

**Issued October 2020**

Designated Managers (DMs) must read and understand the content of this Special Notice (SN) and sign to that effect in the box below. They must also ensure all Nominated Technicians (NTs) are issued with this Special Notice, have read and understand its contents, and signed to that effect in the box below.

All NTs must sign in the boxes below to confirm that they have read and understood the contents of this Special Notice

DMs are required to keep the signed Special Notices in the rear of the Approved Tachograph Centre Manual which should always be available for reference.

These Special Notices may be requested by DVSA staff for inspection during routine visits.

DM	NT	NT	NT
NT	NT	NT	NT
NT	NT	NT	NT

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**To all Designated Managers and Nominated Technicians in Analogue and Digital Approved Centres.**

**The last Special Notice was: No 03-2020**

**Driver and Vehicle Standards Agency**

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### **1 Use of unauthorised calibration plaques**

DVSA approves all tachograph calibration equipment, including calibration plaques.

It has come to our attention that some Tachograph Centres are using non-approved calibration plaques for the Skillray Cito & Webcal calibration software.

Those Centres must cease using these immediately and re-stock with approved plaques. If this action is taken promptly, Centres will avoid disciplinary action.

Authority is granted by DVSA, that any of the above described plaques issued up to the date of this notice need not be replaced, and that the calibration will remain valid.

If Centres continue to use non-approved plaques after the issue of this notice, then disciplinary action will be considered in line with the Approved Tachograph Centre Manual (ATCM).

### **2 Use of unauthorised 1C seals**

Some Tachograph Centres are also using 1C seals from non-DVSA approved distributors. **Only DVSA approved distributors can supply 1C seals within the UK.**

Those Centres should cease using these immediately and re-stock with 1C Seals from approved suppliers. If this action is taken promptly, Centres will avoid disciplinary action.

DVSA will not require any seals already issued to be replaced or tachographs to be recalibrated.

If Centres continue to use non-approved seals following the issue of this notice, then disciplinary action will be considered in line with the Approved Tachograph Centre Manual (ATCM).

The current 1C approved seal providers (with seal codes in parenthesis) within the UK are:

1. (BP) Continental, MAHA and Time.
2. (UN) Skillray.
3. (RP) Skillray.
4. (PR) Encompass.
5. (AS) Phoenix Equipment.

### **3 Disciplinary trends**

Disciplinary action is considered on a regular basis within the scheme, with action taken up to and including the withdrawal of authorisations, and the disqualification of Centres and staff.

Recent changes in Tachograph Centre investigations have yielded improved results, showing trends occurring in the casework submitted.

These include incidents of both large and smaller scale fraud where:

- incomplete or truncated calibration methods are used
- false settings are input into the tachograph
- Workshop cards are passed between technicians
- Workshop cards are used outside the premises
- QC documents are falsified
- Signatures are falsified

The above is not an exhaustive list of what is being discovered.

For the avoidance of doubt, **fraud will not be tolerated within the tachograph scheme.**

Proven cases can and have resulted in disqualification for both individuals and Centres from the scheme, and could also result in prosecution action being taken. Calibrations can be declared void and Centres required to re-calibrate (potentially hundreds of) vehicles at no cost to the operator.

Centres should also consider that any action taken within the scheme is also shared with the Speed Limiter, MOT and ATF schemes, and may impact their authorisation to conduct such work both at present or when applications are made in the future. Finally, where HGV or PSV operator licences are affected any action taken may also be referred to the relevant Office of the Traffic Commissioner after investigations have been undertaken.

#### **4 Calibration Certificate Signatures**

Newer tachograph calibration software can complete the technician details on the calibration certificate.

Regardless of this when the vehicle is calibrated it is still necessary for the documents to be signed by the technician. This includes any kept for ATC records.

If a copy is requested by the operator, then the certificate may be endorsed with “Copy” or “Duplicate” and no signature is required. Alternatively, a photocopy of the signed record can be used, endorsed as ‘Copy’ or ‘Duplicate’.

#### **5 Suspension of GV219 form**

DVSA will no longer require the submission of the GV219 form. Centres are not required to adhere to any previously submitted times. Any forms which are being currently displayed in Centres may be removed.

#### **6 DVSA re-commencing enforcement visits**

Following the successful implementation of COVID compliant procedures, DVSA enforcement officers will re-commence their periodic checks of Centres. Changes to procedures include submitting some documentation electronically.

Co-operation with DVSA staff with regards to reasonable requests for data, documentation and DVSA COVID procedures is required. Failure to do so may result in disciplinary action being taken, up to and including the suspension of authorisation without notice.

#### **7 Distance learning re-certification training course**

The following companies have now been approved to provide distance learning re-certification courses:

## **Continental Automotive Trading UK Ltd**

Unit 36  
Gravelly Industrial Park  
Birmingham  
West Midlands  
B24 8TA

Contact: [Keith.Lloyd@continental-corporation.com](mailto:Keith.Lloyd@continental-corporation.com)

## **Phoenix Equipment Ltd**

Phoenix Equipment Ltd  
Nobel Road  
Wester Gourdie Industrial Estate  
Dundee  
DD2 4UH  
Telephone: 01382 849230  
Email: [sales@phoenixequip.co.uk](mailto:sales@phoenixequip.co.uk)

The courses use a mix of internet-based video sessions, remote instruction, and written examination. As other providers are approved, their details will be added in the next Special Notice.

**Jonathan Woodward**  
**Tachograph Calibration Scheme**