



Circular RSA VI 06/08

11th August 2008.

To all Vehicle Testing Authorised Officers and Authorised HGV & LGV Test Centres

We have received feedback from our Vehicle Inspectors and from Vehicle Testing Authorised Officers that the Competent Person in some Commercial Vehicle Test Centres is not fully aware of the responsibilities of their role. To assist Test Centres with this, we have produced the list below;

Commercial Vehicle Test Centre Competent Person Responsibilities

1. Ensure that daily / weekly / monthly / yearly audit sheets are filled in and signed
2. Keep calibration equipment in date / arrange for equipment to be calibrated before expiry date
3. Cease testing where equipment fails or calibration date expires
4. Keep all pass statement books locked up when not in use
5. Have all test results transferred to a backup system each day and stored off site
6. Ensure testing area is kept clean and tidy
7. Ensure electronic test returns for each month are sent to RSA before the seventh day of the following month
8. Insist on testers wearing VTN logo.
9. Ensure that at least one test per tester per month is observed and ensure that this is documented
10. Keep a record of all refresher courses completed by testers
11. Report promptly to A/O or RSA any item of concern in relation to testing
12. Ensure that testers keep their test software ID secure at all times (especially when testing) and that it is only used by the relevant tester
13. Ensure that any vehicle over 3500 kg GVW is not accepted on a LGV test bay
14. Ensure that any vehicle exceeding its design gross vehicle weight or its design axle weight is not tested

If you have any queries in relation to this circular, please contact the undersigned at seanbreathnach@rsa.ie or at 091-872629.

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