

Working To Save Lives



Circular RSA VI 12/09

29th September 2009

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

Vehicle Testing Records

As per SI 771 of 2004, this circular defines the records that must be retained by authorised testers (HGV & LGV Test Centres) at their test centres in relation to all vehicle tests conducted at that test centre.

As of the 1st January 2010, the following records must be retained for each test conducted for a minimum period of three years from date of test:

1. Completed Checklist; this must be fully completed including the vehicle registration number, dated & signed by the trained person conducting the test. Each item checked must be clearly marked on the checklist as passed, failed or non applicable (n/a).
2. Brake Test Results; this must be printed directly from the brake tester and should include the brake efficiency readings for service, secondary and parking brakes and the brake imbalance across each axle.
3. Smoke Test Result (where applicable); this must be printed directly from the smoke meter and include details of the engine temperature, maximum RPM and idle speed for each acceleration, the date and time of test, vehicle registration number and must be signed by the trained person conducting the test.
4. Summary Result; I **or** II (below) must be retained as applicable
 - I. Pass Report; this must be dated and signed by the trained person conducting the test (a copy should be available for the vehicle owner or person authorised on their behalf)

OR

- II. Fail Report; the fail report must be signed by the trained person conducting the test (a copy must be given to the vehicle owner or person authorised on their behalf).

Note – It is strongly recommended that the Test Application is fully completed and dated, signed by owner (or person authorised to sign on their behalf), signed on behalf of the authorised tester and retained along with the other test records.

If there are any questions on this subject, please contact your Local Authorised Officer for Vehicle Testing or the undersigned at the number below.

Yours Sincerely,

Seán Breathnach
Senior Vehicle Inspector