

Circular RSA VI 02/10

31<sup>st</sup> March 2010

## To all ADR Test Centres

### **Guidance to Examiners on carrying out the ADR Test**

Following the transfer of the administration of the scheme for the annual technical inspection of ADR vehicles from Bus Eireann to the RSA and also following some recent queries, we are issuing this circular as a reminder to ADR Examiners as to the correct procedures to be followed when completing an ADR annual technical inspection.

### **Acceptance of Vehicle for Test**

When the vehicle arrives at the Test Centre, the Certificate declaring that the vehicle has been rendered safe for inspection should be presented. Declaration A or Declaration B is required to be signed by the owner or a responsible official on behalf of the owner. In the absence of this Certificate the vehicle may not be accepted for testing. This Certificate should be retained for a 3 years from the date of test.

### **Documentation Check**

When the Customer applied to the RSA for a Test, he/she completed Form RSA/ADR 1 or Form RSA/ADR 2. In addition he/she was required to send copies of Tank Certificates, Declarations or Type Approval Certificates. These were all checked by the RSA and a Test was scheduled only if all this documentation was in order. This documentation together with either the "CERTIFICATE OF APPROVAL FOR VEHICLES CARRYING CERTAIN DANGEROUS GOODS" or "CERTIFICATE OF APPROVAL (NATIONAL TRANSPORT ONLY)" prepared for signature was then sent to the Test Station.

The Vehicle Examiner is required to carry out the following checks: -

1. Check the Tax Book, Vehicle Licensing Certificate and/or the Trailer Licence Card against the vehicle to ensure that the correct vehicle has been presented for testing.
2. Check that the identification number appearing on the Certificates of Approval received from the RSA correspond with the identification number on the vehicle presented for testing.
3. Ask for the original tank certificates and match them to the copies from the RSA.
4. Ask for the originals of any Declarations and match them to the copies received from the RSA.
5. Check that a Roadworthiness Certificate or a Pass Statement has been issued for the vehicle within the past 40 (calendar) days.

**If discrepancies are found in any of the above the ADR Test should not proceed.**

## Testing Procedure

1. Position the vehicle in the area approved for testing as specified in the Risk Assessment Document.
2. Ensure that no welding, grinding or other hot work is being done in the vicinity of where the vehicle is being tested.
3. Check that the vehicle undercarriage is clean. If it is not, do not proceed with the Test.
4. Ensure that the tank serial number matches the serial number on the Tank Certificate. If they do not match you may not proceed with the Test.
5. Select the correct Examiners Report Form. This can be determined by checking Section 7 of the Approval Certificate.
6. Complete the Examiners Report and retain for 3 years from the date of test.
7. If the vehicle passes its test, sign the Approval Certificate and give the white copy to the driver. Retain the yellow copy for 3 years from the date of test and return the green copy to the RSA.
8. If the vehicle fails its test, complete the "Notification of Refusal of a Certificate of Approval" Form and give the white copy to the driver. Retain the yellow copy for 3 years from the date of test.

**In the event of a Test not having been done within 60 (calendar) days of receiving the documents from the RSA, all documents must then be returned within 7 days to the RSA. On no account should a vehicle be tested if the documentation has exceeded the 60 day time limit.**

If you have any queries in relation to the administration of the ADR testing scheme, please contact Michael Cawley at michaelcawley@rsa.ie or 096-25035. If you have any queries in relation to the annual technical inspection of ADR vehicles, please contact the RSA Vehicle Inspector in your area: John Forde (087-2158463), Joe McDonagh (087-2060792) Aiden Hanley (087-6296590) or James Hughes (087-2273876).

Yours Sincerely,



Seán Breathnach

Senior Vehicle Inspector