

## ANNEX V

### SUPERVISING BODIES

Rules and procedures concerning supervising bodies established by Member States in accordance with Article 14 shall cover the following minimum requirements:

#### 1. Tasks and activities of the supervising bodies

Supervising bodies shall perform at least the following tasks:

- (a) Supervision of testing centres:
  - checking whether the minimum requirements for premises and test equipment are met;
  - verifying the mandatory requirements of the authorised entity;
- (b) Verifying training and examination of inspectors:
  - verifying the initial training of inspectors;
  - verifying the periodic refresher training of inspectors;
  - periodic refresher training of supervising body examiners;
  - conducting or supervising examinations.
- (c) Auditing:
  - pre-audit of testing centres prior to authorisation;
  - periodic re-audit of testing centres;
  - special audit in the case of irregularities;
  - audit of training/examination centres.
- (d) Monitoring, using measures such as the following:
  - re-testing of a statistically valid proportion of tested vehicles;
  - ‘mystery shopper’ checks (use of defective vehicle optional);
  - analysis of results of roadworthiness tests (statistical methods);
  - appeal tests;
  - investigation of complaints.
- (e) Validation of measurement results of roadworthiness tests.
- (f) Proposing the withdrawal or suspension of authorisation of testing centres and/or of inspectors:
  - where the centre or inspector concerned does not fulfil a significant authorisation requirement;
  - where major irregularities are detected;
  - where there are continued negative audit results;
  - where there is a loss of good repute on the part of the centre or inspector in question.

#### 2. Requirements concerning the supervising body

Requirements applicable to the personnel employed by a supervising body shall cover the following areas:

- technical competence;
- impartiality;
- standards of qualification and training.

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*Status: EU Directives are being published on this site to aid cross referencing from UK legislation. After IP completion day (31 December 2020 11pm) no further amendments will be applied to this version.*

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### 3. Contents of the rules and procedures

Each Member State or its competent authority shall lay down the relevant rules and procedures, which shall include at least the following items:

- (a) Requirements concerning the authorisation and supervision of testing centres:
  - application for authorisation to operate as a testing centre;
  - responsibilities of testing centres;
  - pre-authorisation visit, or visits, to verify that all requirements are complied with;
  - authorisation of testing centres;
  - periodic re-testing/audits of testing centres;
  - periodic checks on testing centres to see whether they are continuing to comply with the applicable rules and procedures;
  - evidence-based unannounced special checks or audits of testing centres;
  - analysis of test data to see whether evidence exists of non-compliance with the applicable rules and procedures;
  - withdrawal or suspension of authorisations granted to testing centres.
- (b) Inspectors of testing centres:
  - requirements to become a certified inspector;
  - initial training, refresher training and examinations;
  - withdrawal or suspension of certification of inspectors.
- (c) Equipment and premises:
  - requirements for test equipment;
  - requirements for testing premises;
  - requirements for signage;
  - requirements for maintenance and calibration of testing equipment;
  - requirements for computerised systems.
- (d) Supervising bodies:
  - powers of the supervising bodies;
  - requirements applicable to staff of supervising bodies;
  - appeals and complaints.