



# Manage your MOT centre

## Put management systems in place

- 1 Have simple, clear and effective processes
- 2 Keep your business information up to date
- 3 Follow data protection rules
- 4 Employ site managers

## Check and manage MOT test standards

- 5 Have clear MOT test policies in place
- 6 Use MOT test quality information
- 7 Check a sample of MOT tests

## Manage your MOT testers

- 8 Check new staff are eligible to be testers and meet the standards
- 9 Make sure testers do their training and assessments
- 10 Carry out security checks

## Monitor and maintain your premises and equipment

- 11 Record information about your equipment
- 12 Keep your site safe, clean and meeting the standards
- 13 Apply to make changes to your site and equipment

## Understand your MOT centre's risk rating

- 14 Monitor your risk rating
- 15 Fix any problems picked up at DVSA site reviews