# Conditions of Approval as a Tachograph Workshop

## Installations, Calibrations, and Inspections

Tachograph calibrations, inspections and installations should only be carried out by workshops who:

* Are an NSAI approved tachograph workshop
* Are an appointed agent of a tachograph manufacturer
* Have at least 2 approved tachograph fitters employed on a full time basis

Tachograph calibrations, inspections and installations should only be carried out by fitters who:

* Have completed the relevant training
* Their training certificates are up to date
* Are a person of good repute
* Are using a Tachograph Workshop Card registered to them

Tachograph equipment should be installed and calibrated according to the procedure as set out in the training courses attended and the manuals provided.

No calibrations should be done if the equipment is outside of calibration.

The following points should also be adhered to:

* The equipment should be positioned in the vehicle in such a way that the driver can from his/her seating position, see the read outs of speed, distance recorded and the clock.

## Security

All tachograph calibration equipment, including workshop cards, sealing pliers, seals and other equipment should be kept in a locked safe at all times other than when they are in use by approved fitters.

All calibration records should also be kept in a secure location on the premises.

Should a workshop card be lost or misplaced, NSAI and the RSA should be informed immediately.

## Conflicts of Interest

Workshops should be aware of potential conflicts of interest when carrying out their work as an approved tachograph workshop.

Conflicts of interest with the fitter can include but are not limited to:

* A customer who is a family member
* A customer who is a close friend
* Any other customer that the fitter may be seen to have a conflict of interest with

Conflicts of interest with the workshop can include but are not limited to:

* A customer who is a family member of the workshop owner/management
* A vehicle which has been purchased from the dealer attached to the workshop
* A vehicle that is operated by the workshop
* Any other customer or vehicle that the workshop may be a seen to have a conflict of interest with

Any relationship between the workshop/fitter and the customer that could be construed as a conflict of interest should be noted on the work record. These records with potential conflicts of interest should be kept in the same location as all other records but in a separate file so that they can be easily reviewed during an NSAI inspection.

## Audits

NSAI is required by European & National Regulations to carry out regular audits. NSAI endeavour for all these audits to be unannounced. Any workshop that is deemed to be obstructing these audits in any way will risk suspension of their approval.

## Peer to peer review

Workshops should organise that their fitters carry out peer to peer review on each other with regard to tachograph calibration. That is to say that one fitter would observe another while he/she carries out a calibration and would offer constructive feedback to them on their work. It is recommended that a fitter has their work peer reviewed by another fitter every 20th calibration, or 1 per month per fitter if the workshop is carrying out less than 20 calibrations per month. When peer to peer review is carried out, it should be recorded on the work record.

## Record submission

At the time of renewal of approval, each workshop should send an email to NSAI detailing how many calibrations were carried out (from 1st Jan to 31st December) and how many **major** irregularities were found in these calibrations. Major irregularities are those which could indicate tampering. For example, irregularities surrounding motion sensor, motion data error, motion sensor internal faults and so on. Irregularities that cause calibrations to be repeated should be recorded also. This is not an exhaustive list of examples, please refer to your tachograph training manual and circulars for further detail.

This email can be sent to Julie Elliot (julie.elliot@nsai.ie).

This information can be generated from the software provided with the digital tachograph inspection equipment (refer to your training manual). If your workshop carries out analogue tachograph calibrations and you have not been using the software to keep record of these, this information will have to be compiled separately and submitted to us at the same time.

Tachograph Workshop Approvals will not be renewed if this information is not provided.

## Non-renewal or withdrawal of approval

In the case that any of the conditions of approval as detailed here are not adhered to, NSAI may withdraw a workshops’ approval.

In the event that a workshop does not renew their approval or their approval is withdrawn, the following items must be returned to NSAI as soon as possible:

* All records of calibrations carried out
* Workshop cards
* Sealing pliers, seals

## Declaration

The declaration below should be signed by the workshop owner or manager.

I hereby declare that I have read and understand the Conditions of Approval as above and that all tachograph work carried out in my premises will be in accordance with these conditions. I also declare that all Tachograph fitters in my employment are persons of good repute.

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| --- | --- |
| Workshop (company) Name:  |  |
| Print Name: |  |
| Signature: |  |
| Position: |  |
| Date: |  |