**TQI Trainer Notes**

**Roles who have Access to TQI**

AE, AEDM, Site Manager and Tester (registered on the MOT Testing service) all have access to the Total Quality Information available on the MOT Testing service. The level of access is dependent on the role that they hold.

AE, AEDM:- would be able to access Service Report linked to that AE. This would include access to all the Vehicle Test Stations (VTS) under that Authorisation and individual links to Test Quality Information (TQI), Test Logs and Tester Annual Assessments.

Site Manager:- would only be able to access Test Quality Information (TQI), Test Logs and Tester Annual Assessments linked to the site that they are Site Manager.

Tester:- would only be able to access Test Quality Information (TQI), Test Logs and Tester Annual Assessments (for themselves) at sites that they linked to.

The initial view of TQI at a site level displays headline figures for the last completed month, the user has the option select to view the last 3 completed months of information.

The figures show

Total number of tests

Average vehicle age

Average test time

% of tests failed

The screen also displays this information for each tester associated with the site within the relevant time period.

**At VTS level**

Dependant on a user’s specific roles TQI can be accessed via the AE service reports screen or the VTS details screen.

TQI is displayed by test Groups

Group A covers classes 1 & 2

Group B covers classes 3 4 5 & 7

The group(s) displayed is dependent on what class or classes the VTS is authorised to test.

**Tester level**

A tester can access TQI via links either on their profile screen or on their performance dashboard.

DVSA users can view a testers TQI via a link on the testers profile screen

In the case of a tester whatever test group(s) they are authorised to test will be displayed. Like at site level the initial view will display headline figures for the last completed month with the user having the option select to view the last 3 completed months.

If they have carried out tests at multiple sites the information relating to each site will be displayed.

What you can see:-

Number of tests carried out by a tester

Average age of vehicle tested

Test failure rate

Test duration

Component failure rates

If you’re an AEDM, AED, Site manager or tester you should regularly review this data and look into any unusual differences, documenting the outcome of your investigation.

DVSA will also use this information when preparing for Site visits.

**Testers Annual Assessment Screen**

A new *Testers annual assessments* screen has been created. This screen lists the testers at a VTS along with the date of their last assessment; there is also a link to view full details of the Tester’s annual assessment.

The screen is accessed via Testers **a*nnual assessments*** link on the Vehicle testing station screen AE/AEDM can access this screen to ensure that all their testers have completed the annual assessment on time and entered the details correctly.

Tester can access the information via their profile screen.

**Test Logs**

A CSV file can be downloaded from the site overview screen (separate CSV available for each test group – this is still in development).

The CSV contains both the site overview figures and the component breakdown details for all testers as well as the site and national average figures.

Open VTS site

Select test logs from the right hand side

Choose appropriate time scale from filters.

At the bottom of the page select Download test logs as a CSV (Spread sheet) File and save appropriately.

You can now choose your appropriate search. If you wanted to see quick tests for example

Select Sort & Filter, then Filter from the right hand side of the menu.

The icons at the top of the columns have now changed. There is now a menu box on the right hand side.

Column L give you the test result, if you choose select all, then tic passed and the OK at the bottom of the box, it filters the results accordingly

If you wanted to revert back to the full results for this column you can click the undo function or go back into the slightly different menu box and select clear filter from result.

Colum J would allow me to select a particular tester, if required.

I would then go to column M, test duration sort by smallest to largest, then select all and tic the appropriate boxes up to the time you wish, for example ten minutes.

You then have a record of quick tests that you can then question the tester about. Please note when a vehicle has been subject to PRS the test duration will be recorded as 00:00:01

You can use this process to filter long tests as well