

CVR-6

Instructions for completing the CVR TESTER application form



Tástáil Ródacmhainneachta um Fheithiclí Tráchtála
Commercial Vehicle Roadworthiness Testing

Who this application form is for

This application form should be completed by persons seeking authorisation as Commercial Vehicle Roadworthiness (CVR) testers in accordance with Section 17 of the Road Safety Authority (Commercial Vehicle Roadworthiness) Act 2012, and by persons seeking an amendment to an existing CVR Tester authorisation.

All applicants are required to attend an approved CVR tester training course, and they must be nominated for this training by an authorised CVR test operator. Part B of this form must be completed by the nominating CVR test operator.

How to fill this form

Fill in the form on your computer by clicking your mouse in any field where you want to enter text and type your entry. (Do not use the Tab key in your entry.)

To tick a check box, use the spacebar or left-click the mouse in any box. Clear the box by pressing the spacebar again, or by left-clicking again.

Alternatively, print the form and fill it in manually in **black ink**, using CAPITAL LETTERS.

This form is in two parts:

<p>Part A of this form (beginning on page 3) must be completed by the person applying for authorisation as a CVR tester.</p>	<p>Part B of this form (on page 7) must be completed by or on behalf of the authorised CVR test operator nominating the applicant for a place on a CVR tester training course.</p>
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When you have filled in the form, print it out.

The applicant must sign the declaration at Part A6.

The nominating CVR test operator must complete and sign Part B.

Submit this application form along with the required supporting documents to:

CVR Authorisation Unit
Road Safety Authority
Clonfert House
Bride Street
Loughrea, H62 ET93
Co. Galway

The Road Safety Authority reserves the right to seek additional information from you regarding your application

Fees in relation to CVR tester authorisation

There is no fee chargeable to applicants for CVR tester authorisation.

If you require any further information concerning the completion of this form, you can:

- Visit the Road Safety Authority website (www.cvrt.ie)
- Contact us by email at cvrauthorisations@rsa.ie

Checklist

Applications will be accepted only if they are fully completed with all necessary documents enclosed. Incomplete application forms will be returned to the applicant.

Please tick the boxes below to confirm that all necessary documents are enclosed.

A recent passport-size photograph – see Part A1. A digital picture is also acceptable.	<input type="checkbox"/>
A copy of your Advanced Certificate Craft, National Craft Certificate or an equivalent from another country to at least level 6 on the National Framework of Qualifications (NFQ). – or – A copy of your Senior Trade Certificate or Record of Attainment from the Further Education and Training Authority (SOLAS) demonstrating competencies equivalent to the standards for a National Craft Certificate. – or – For qualifications from another country, a copy of both the certification you received, a translation if necessary AND your Comparability Statement from NARIC Ireland (from the website hosted by Quality and Qualifications Ireland (QQI) (See Part A2).*	<input type="checkbox"/>
Applicant statement outlining the subjects studied and their equivalents under the Irish National Craft scheme.	<input type="checkbox"/>
A statement from your current or former employer(s) confirming your experience. See Part A4.	<input type="checkbox"/>
If applicable, a completed and signed Conviction Notification Form – available at www.cvrt.ie .	<input type="checkbox"/>

* You only need to submit a copy of your Advanced Certificate/National Craft Certificate/Senior Trade Certificate/Record of Attainment or an equivalent certificate (and comparability statement) from another country where you are making an application to be authorised as a New CVR tester.

Data protection

Please note that all of the information requested on this form is necessary for the purposes of processing your application for authorisation as a CVR tester. If you fail to answer any of the questions set out in the application form, it will not be possible to process your application for authorisation.

The details set out in your application form will be processed by the RSA and/or its service providers solely for the purposes of processing your application and, where you are successful, managing your authorisation as a CVR tester or as otherwise permitted by law including, but not limited to, any use or disclosure of data permitted under the Road Safety Authority (Commercial Vehicle Roadworthiness) Act 2012.

The RSA will process your details in accordance with its obligations under the Data Protection Law (Data Protection Regulation (GDPR) and the Data Protection Acts 1998 to 2018). This includes taking all reasonable steps, including appropriate technical and organisational security measures, to protect personal data.

The RSA may disclose personal data to its agents, contractors and service providers to the extent reasonably required for the purposes described above.

You have the following rights, in certain circumstances and subject to certain restrictions, in relation to your personal data:

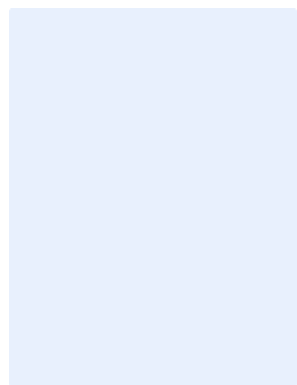
- The right to access your personal data
- The right to request the rectification and/or erasure of your personal data
- The right to restrict the use of your personal data
- The right to object to the processing of your personal data
- The right to be forgotten in certain circumstances
- The right to receive your personal data, which you may have provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.

If you wish to avail of any of these rights, please contact us at dataprotection@rsa.ie. Your request will be dealt with without undue delay and in any event within one month of receipt of the request.

Application for authorisation as a new CVR tester or for an amendment to an existing CVR tester authorisation

PART A. FOR COMPLETION BY THE APPLICANT

A1. Personal details

First name	
Surname	
Address	
Date of birth	
PPS number	
Email address	
Phone number	
Mobile phone number	
<p>Please enclose with your application a recent photograph measuring between 35mm x 45mm and 38mm x 50mm, showing your head and shoulders and complying in other respects with standards for passport photographs. Print your name on the back of the photograph.</p>	
	

<p>Note: If you are seeking an amendment to your existing authorisation, insert your CVR Tester Authorisation Number here.</p>	
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A2. Authorisation sought

Please tick the box(es) below to indicate the type(s) of vehicle you wish to be authorised to test.

Heavy Commercial Vehicles (HCV) , including HGV and PSV vehicles	<input type="checkbox"/>
Light Commercial Vehicles (LCV) only (smaller vehicles)	<input type="checkbox"/>
Both Heavy and Light Commercial Vehicles (HCV and LCV)	<input type="checkbox"/>
Tractors Applications for authorisation to conduct Tractor tests only apply where HCV authorisation has been granted for at least one year immediately preceding the commencement of the relevant training course with the nominated training provider.	<input type="checkbox"/>
Vehicles carrying dangerous goods (ADR). Applications for authorisation to conduct ADR tests only apply where HCV authorisation has been granted for at least one year immediately preceding the commencement of the relevant training course with the nominated training provider.	<input type="checkbox"/>

A3. Qualifications

If you are applying for authorisation to test **Light Commercial Vehicles**, you must have one of the following qualifications. Tick the box to indicate which qualification you hold.

An Advanced Certificate Craft, National Craft Certificate or an equivalent qualification from another country to at least level 6 on the National Framework of Qualifications (NFQ) in the skill area of Light Vehicle, HGV, Agricultural or Construction Mechanic.	<input type="checkbox"/>
–or–	
A Senior Trade Certificate or Record of Attainment from the Further Education and Training Authority (SOLAS) demonstrating competencies equivalent to the standards for a National Craft Certificate in the skill area of Light Vehicle, HGV, Agricultural or Construction Mechanic.	<input type="checkbox"/>

If you are applying for authorisation to test **Heavy Commercial Vehicles**, you must have one of the following qualifications. Tick the box to indicate which qualification you hold.

An advanced Certificate Craft, National Craft Certificate or an equivalent qualification from another country to at least level 6 on the National Framework of Qualifications (NFQ) in the skill area of Light Vehicle, HGV, Agricultural or Construction Mechanic.	<input type="checkbox"/>
–or–	
A Senior Trade Certificate or Record of Attainment from the Further Education and Training Authority (SOLAS) demonstrating competencies equivalent to the standards for a National Craft Certificate in the skill area of HGV, Agricultural or Construction mechanic.	<input type="checkbox"/>

Persons applying for an amendment to their authorisation to conduct ADR and/or Tractor tests must have been authorised to test Heavy Commercial Vehicles for at least one year immediately preceding their commencement of the relevant training course with the nominated training provider.

For applicants with an Irish qualification

Please specify the title of the qualification you hold that meets the above requirements.
You must enclose a copy of your qualification certificate(s) with this application. Your certificate will be verified by the Road Safety Authority as part of the assessment of your application.

For applicants with a qualification from another country

If your qualification is from another country, visit the website of NARIC Ireland (www.naric.ie) where you can find information on the recognition of foreign qualifications. You can also download a Comparability Statement for your qualification free of charge – this service is hosted by Quality and Qualifications Ireland (QQI).
Please specify the title of the qualification you hold that meets the above requirements.
You must enclose a copy of your qualification certificate with this application, and you must also enclose: <ul style="list-style-type: none"> ■ A certified English translation of your qualification certificate (if this is not in English); ■ A copy of your Comparability Statement; and ■ A statement outlining the subjects studied and their equivalents under the Irish National Craft Cert. Your certificate and the other items will be assessed by the Road Safety Authority as part of the review of your application.

A4. Experience

You must provide evidence of adequate experience gained **after** achieving your qualification:

Application to test	Experience required
Light commercial vehicles only	At least 12 months' work experience repairing and maintaining light commercial vehicles after qualification.
Heavy commercial vehicles	If your qualification is in light commercial vehicles, at least 18 months' experience in repairing and maintaining heavy commercial vehicles after qualification. Otherwise at least 12 months' work experience repairing and maintaining heavy commercial vehicles after qualification.

Evidence of experience

As evidence of your experience, you must **enclose with your application a statement**, signed by your current or former employer(s), which includes the following details:

- The categories of vehicles you worked on and the maintenance activities you performed on them; and
- The length of time that you performed these duties.

Please also give details of your experience in the table below.

Name of Garage / Employer	Description of work	Vehicle Types maintained / repaired	Start date	Finish date

In assessing your application, the Road Safety Authority may seek additional information concerning your experience.

A5. Fit and proper person requirement

The Road Safety Authority **must** be satisfied that applicants are 'fit and proper persons' to be CVR testers.

Notification of specified offences

In applying for authorisation as a CVR tester, the applicant must notify the Road Safety Authority if he or she has been convicted in the State or in any other jurisdiction of any of the offences specified in Section 12(1) of the Road Safety Authority (Commercial Vehicle Roadworthiness) Act 2012.

Have you ever been convicted of an offence specified in Section 12(1) of the 2012 Act?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If yes, enclose with your application a Conviction Notification Form in respect of each specified offence of which you were convicted (see CVR tester - Conviction Notification Form available on www.cvrt.ie).</p> <p>NOTE: An applicant who was convicted of a specified offence must complete and sign a Conviction Notification Form in respect of each such conviction. If more than one conviction is to be notified, a separate Conviction Notification Form must be submitted for each conviction.</p>		

WARNING: Failure to notify the Road Safety Authority of such a conviction or providing information to the Authority knowing it to be false or misleading is a criminal offence and may result in the Road Safety Authority determining that **you are not a fit and proper person** to hold an authorisation and the refusal of the application.

A6. Declaration by applicant

I wish to apply for authorisation as a CVR tester or for an amendment to an existing CVR tester authorisation.

I understand that I must supply the Road Safety Authority with information appropriate to this application and that failure to supply full details and relevant documentation and/or failure to sign this application can result in this application being refused.

I hereby declare that the information furnished in this application and in the accompanying documents is complete, true and accurate.

I consent to the Road Safety Authority checking the accuracy of any information furnished in this application (including checking my qualifications and previous work experience), both while processing this application and at any time during which I am authorised as a CVR tester.

I hereby confirm that I will notify any changes to any details in this application to the Authority within five working days of such changes taking effect.

I acknowledge that I must notify the Road Safety Authority if I am, or have been, convicted of any of the offences specified in Section 12(1) of the Road Safety Authority (Commercial Vehicle Roadworthiness) Act 2012.

I wish to apply for enrolment on an initial CVR tester training course relevant to my application.

I accept that submission of this application does not guarantee enrolment on a CVR tester training course.

I understand that the Road Safety Authority may supply the information on this application form to the nominated training provider in connection with the training course.

Name (printed)	
Signature	
Date	

PART B: NOMINATION FOR CVR TESTER TRAINING

(for completion by or on behalf of the authorised CVR test operator nominating the applicant for a place on a CVR tester training course)

B1. CVR Testing Centre

Name of CVR Testing Centre in which the applicant is or will be employed	
Authorisation Number	
Address of CVR Testing Centre	

B2. Person making the nomination

Name	
Telephone number	
Position held in the CVR Testing Centre (for example, owner / director / company secretary / partner / member of the management committee)	

B3. Applicant being nominated

Name of applicant	
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Is this person currently employed as a mechanic by the CVR Testing Centre?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does this person have the necessary qualifications and experience (as set out in Sections A2 and A3 of this Application Form)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Name (printed)	
Signature	On behalf of the CVR Testing Centre named above
Date	