

Co2 Project

Issue Date: 28 October 2009

Hello,

In this edition, I have taken the opportunity to re-iterate the information given at the First Registration User Group held in Swansea on Wednesday 14th October 2009.

I hope you find this a useful means of communication. Please let me know if there is anything that you would like me to include in future editions.

Lisa

COMMUNICATIONS

- The First Registration User Group (F.R.U.G.) held in Swansea on 14th October
- The test stationery of V55/1
- SMMT feedback via test forms to be returned to DVLA by 26th October 2009, if not sooner.
- The V55/2 test stationery
- The presentation delivered by the project at the F.R.U.G. on 14th October 2009 was issued to MCIA and SMMT, as requested.

INFORMATION

- **Cutover** – at the F.R.U.G. on 14th October, we confirmed that the new AFRL Web and AFRL Co-op systems will be able for use from 7th December 2009
- **From 7th December 2009 – New V55/1 (V8/09) and V55/2 (V9/09) forms can be used.**
- The new data will be optional from 7th December until 31st December 2009. **Applications received from 1st January 2010 will require the new data.**
- **TYPE** – There have been a few enquiries received relating to the population of TYPE data field in both AFRL and forms. When TYPE is unavailable, manufacturers are advised to complete the TYPE field with '000'. Failure to provide TYPE or '000' will result in the application/transaction being rejected.
- **Track Width printing** – I have received quite a few copies of print test results Pdf's. Although they have been very clear, there have been questions regarding the Track Width 'spacers'. I will reiterate the advice I have given to those of you that have queried this, as long as the information printed in the Track Width field is clear, we are content that the 'spacers' are not utilised. I'm sure you can understand that the people that input the information from manual applications need to be able to clearly see the information. The 'spacers' were included to ensure that 4 digits were inserted in the new data fields.

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- **Manufacturer codes** – the new manufacturer codes have been released to the Trade Associations for distribution to their members.
- **Integration testing** – It is expected that the manufacturer integration testing will be for 2 weeks from 16th November 2009. A letter will be issued soon to advise you of the procedures.
- **Additional test stationery** – I understand from conversations with Suzanne Leonard and Rob Kennedy at SMMT, that additional test stationery is required. A request for additional stationery has been made – however, it will not be received at DVLA until 18/11/09.
- **Live stationery** - an order has been made with the External Print Section which we are expecting at DVLA on 30/11/09.
- **Leaflet** – a ‘flyer’ is currently being prepared informing of the impending changes to the V55/1 and V55/2 forms. **The leaflet will be distributed to dealers from early November.**
- **V55/4 and V55/5 forms** – at the F.R.U.G., it was communicated that changes to these forms was to be made at a later date, post 1st January 2010. This decision was made due to the short timescales and all round pressures to make changes and ensure re-designed stationery in place for December 2009. DVLA decided to minimise the risk of re-designing all forms and hold back on the V55/4 because there are significantly less V55/4 forms received at DVLA annually and the business areas agreed to implement a workaround and will capture the new information from the CoC/IVA certificates. The V55/5 is on hold and will be changed in alignment with the V55/4 as it is not being used for first registrations. DVLA will notify trade bodies and manufacturers when the new form will come into force.
- **Destruction of old forms** – when you have received your new forms, we ask that prior to securely destroying the old forms, that you make a record of the serial numbers. This record should be retained for 3 years for auditing purposes.
This is a ‘one-off’ arrangement for the purpose of this exercise, which has been communicated to VCA.

FORWARD LOOK:

- Additional information to be added to the V355.
- Letter confirming manufacturer integration testing dates