

APPROVED TACHOGRAPH CENTRE

SPECIAL NOTICE

SN No 01-2026

Issued May 2026

Designated Managers (DMs) must read and understand the content of this Special Notice (SN) and sign to that effect in the box below. They must also ensure all Nominated Technicians (NTs) are issued with this Special Notice, have read and understood its contents, and have signed to that effect in the box below.

All NTs must sign in the boxes below to confirm that they have read and understood the contents of this Special Notice.

DMs are required to keep the signed Special Notices in the rear of the Approved Tachograph Centre Manual, which should always be available for reference.

These Special Notices may be requested by DVA staff for inspection during routine visits.

DM	NT	NT	NT
NT	NT	NT	NT
NT	NT	NT	NT

.....

To all Designated Managers and Nominated Technicians in Analogue and Digital Approved Centres.

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1 Generation 2, V2, full Smart 2 tachographs

Information indicates that technicians are still fitting transitional Smart tachographs to vehicles registered after 24 December 2025.

Any tachograph fitted to a newly registered vehicle after 24 December 2025 must be a full Smart 2 tachograph.

Vehicles found to be fitted with an incorrect tachograph may result in disciplinary action and/or prosecution.

Any centre that has fitted an incorrect tachograph must inform DVA of the issue. Failure to do so may result in disciplinary action.

2 Tachograph Software upgrades

Technicians are reminded that a VU software upgrade does not always require a tachograph calibration.

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Software upgrades may be carried out separately where a calibration is not due, unless the manufacturer specifies otherwise.

3 Equipment calibrations

Centres, technicians and tachograph equipment calibrators are reminded that all equipment calibrations must be undertaken in line with the relevant specification and requirements.

There are indications of occasions where an ATC has had an alteration made to equipment calibration settings without the proper calibration process being carried out. This may have been undertaken without a calibration technician attending the site.

Any instances of this will be investigated, and any calibrations undertaken following such an adjustment may be rendered void.

In addition to the above, centres are reminded that all equipment calibration certificates must be signed and dated, with the name of the calibrating technician clearly stated.

Three-monthly QC checks must ensure that this is the case, and it is recommended that QCs or DMs check that the documentation issued is completed correctly at the time of calibration to avoid complications. Any equipment calibrations without a signature will be considered void during DVA audit.

Approved Tachograph Scheme Manager

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