

4.13 ADI standards check invitation

XXXXXXXXXX XXXXXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXXXXXXXX
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PRN - xxxx

Email: Standardscheck@dsa.gsi.gov.uk

User ID - xxxxxxxx

Dear XXXXXXXX

Your ADI standards check has been booked for xxx on xx at xx Driving Test centre.

Confirm your attendance

It is important that you confirm your attendance within the next 10 working days. Please email your confirmation to **Standardscheck@dsa.gsi.gov.uk** and include your name and PRN.

You will be required to provide evidence to support cancellation of the appointment. The ADI Registrar can consider removing your name from the register if you don't provide this proof, don't confirm your attendance or fail to attend without telling us in advance.

Background

The Road Traffic Act 1988 (as amended) requires ADIs to periodically show that they continue to maintain the minimum standards of instructional ability to remain on the register. The timing of the check is determined by the Registrar.

What to take to your standards check

On the day you'll need to bring:

- your ADI registration certificate, even if you aren't taking money for the lesson
- a pupil (can be a learner or full licence holder, but not another ADI)
- a motor car that is -
 - fitted with rear seat belts (Note if the car has rear head restraints these should be fitted)
 - roadworthy, safe and reliable (Note soft top convertibles are not acceptable)
 - fitted with L plates (or D plates in Wales) if appropriate

Your standards check will not go ahead if you don't bring these with you.

It's your responsibility to know the area around the test centre where the standards check is taking place and we strongly advise that you take some time to familiarise yourself with it.