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OPERATION	NAME	ORGANISATION	DATE
PREPARED BY		MIDT Secretariat	15/12/2005
CHECKED BY	Thierry GRANTURCO	Granturco & Partners – MIDT	15/12/2005
APPROVED BY	Marie-Christine BONNAMOUR	Cybele – MIDT Secretariat	15/12/2005
ISSUED BY	Secretariat	MIDT	15/12/2005

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DIGITAL TACHOGRAPHS

CARD ISSUING

BEST PRACTICE GUIDELINES

This is not a legal document

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FOREWORD

1. The document provides an overview of the card issuing process and sets out the following:

Mandatory Requirements – the requirements that must be met to satisfy the European Union Regulation ((EEC) n° 3821/85 as amended by (EC) n° 2135/98 and Regulation (EC) n° 1360/2002 (Annex 1B)).

Best Practice Recommendation – indicates and describes the agreed view of the working group as to the ‘best practice’ approach.

Alternative Approach – It can be possible that more than one solution is relevant to the same question. The ‘alternative approach’ indicates an alternative method and sets out, where possible, the issues to be taken into consideration.

2. Reference has been made, where necessary, to the Council Regulation (EEC) n° 3821/85 and amending Regulation (EC) n° 2135/98.
3. For the purpose of the application of the Regulation, each E.U. Member State shall appoint the competent Authority(ies) for issuing Tachograph cards to entitled drivers as well as to agreed workshops and fitters, companies and control bodies. These authorities shall act in a coherent and secure way and assure the global effectiveness of the Regulation.

SCOPE

4. The purpose of this Best Practice Guide is to help ensure common systems and methods are implemented as far as possible in all the Member States. This document has no legal status. The systems implemented must be done so based on the provisions laid down in Regulation (EC) n° 2135/98 and on the specifications laid down in Annex 1B – Regulation (EC) n° 1360/2002.
5. Each Member State must ensure that all necessary data is captured, stored and validated in order to produce smart tachograph cards and maintain the accuracy and security of the smart tachograph electronic record.
6. Each Member State will implement its own systems to achieve this but the security requirements mean that there will have to be communication between Member States issuing systems. This document provides high level guidance on the requirements to be met in the card issuing process.
7. Member States have a responsibility to communicate the necessary information to the relevant stakeholders affected by the introduction of the digital tachograph. It is for Member States to decide how best this communication is distributed.

REFERENCES

8. The following references contain provisions which, through reference in this text, constitute provisions of the Best Practice Guide. At the time of publication, the edition indicated was valid. All referenced documents are subject to revision, and parties are encouraged to investigate the possibility of applying the most recent edition of the documents indicated below.

European Regulation

- Regulation (EEC) n° 3820/85 of 20 December 1985 on the harmonization of certain social legislation relating to road transport
- Directive 2002/15/EC of the European Parliament and of the Council of 11 March 2002 on the organisation of the working time of persons performing mobile road transport activities
- Regulation (EEC) n° 3821/85 of 20 December 1985 on recording equipment on road transport
- Regulation (EC) n° 2135/98 of 24 September 1998 amending Regulation (EEC) n° 3821/85 on recording equipment in road transport and Directive 88/599/EEC concerning the application of Regulations (EEC) n° 3820/84 and (EEC) n° 3821/85.

- Regulation (EEC) n° 1360/2002 of 13 June 2002 adapting for the seventh time to technical progress Council Regulation n° 3821/85 of 20 December 1985 on recording equipment on road transport
- European Agreement concerning the work of Crews of Vehicles engaged in International Road transport (AETR)
- Directive n° 95/46/EC of 24 October on the protection of individuals with regard to the processing of personal data and on the free movement of such data
- Decision n° 1799/1999 of the European Parliament and of the Council of 12 July 1999 on a series of guidelines, including the identification of projects of common interest, for Trans-European networks for the electronic interchange of data between administrations (IDA)
- Decision No 1720/1999 of the European Parliament and of the Council of 12 July 1999, adopting a series of actions and measures in order to ensure interoperability of and access to Trans-European networks for the electronic interchange of data between administrations (IDA).

Security Issues

- Digital Tachograph System European Root Policy
- European Digital Tachograph Security Guidelines
- Guidelines and Template National CA Policy

TACHOnet & Data exchange between Member States Authorities

TACHOnet Feasibility Study

- TACHOnet Software Architecture, Getronics
- TACHOnet Global Implementation Plan, Getronics
- TACHOnet Global Business Analysis, Getronics

TACHOnet Design & Implementation

- TACHOnet Network & Security Reference Guide, Getronics
- TACHOnet - XML Messaging Reference Guide
- TACHOnet - XSD component)
- TACHOnet - XSD documentation

TERMS & DEFINITIONS

ACTIVATION

Means phase where the recording equipment becomes fully operational and implements all functions, including security functions

CALIBRATION

Means updating or confirming vehicle parameters to be held in the date memory.

CARD ISSUING AUTHORITY (CIA)

Is the competent authority approved by a Member State to issue that Member States tachograph cards.

CARD NUMBER

Means a 16 alphanumerical characters number that uniquely identifies a tachograph card within a Member State. The card number includes a consecutive index (if applicable), a replacement index and a renewal index.

CARD CONSECUTIVE INDEX

Means the 14th alphanumerical character of a card number that is used to differentiate the different cards issued to a company or a body entitled to be issued several tachograph cards. The company or the body is uniquely identified by the 13 first characters of the card number.

CARD RENEWAL INDEX

Means the 16th alphanumerical character of a card number which is incremented each time a tachograph card is renewed.

CARD REPLACEMENT INDEX

Means the 15th alphanumerical character of a card number which is incremented each time a tachograph card is replaced.

CARD TYPES

Member States shall deliver systems to facilitate issue of Smart Tachograph cards to the following:

- **Driver Card:** issued by the card issuing authorities of a Member State to relevant drivers. The card identifies the driver, ensures that driving activity recorded in the Vehicle Unit is recorded against that identity and stores that driver's activity. It records an average of 28 days of driver activity. The average is based on 93 activities per day. If the daily activities exceed 93, the number of days stored will be lower than 28 but if the daily activities

decrease the number of days stored will rise. There is therefore no certainty of 28 days of data.¹

The driver card may not be valid for more than 5-years.²

- **Workshop Card:** issued by the card issuing authorities of a Member State to a recording equipment manufacturer, a fitter, a vehicle unit manufacturer or workshop approved by that Member State. The Workshop card identifies the cardholder and allows for testing, calibration and/or downloading of the recording equipment.³

The Workshop card may not be valid for more than 1 year.⁴ The workshop card will also have a PIN number associated with it.⁵

- **Control Card:** issued by the card issuing authorities of a Member State to a national competent control authority. The Control card identifies the control body and possibly the Control officer and allows access to the data stored in Vehicle Units or driver cards for reading, printing and/or downloading.
- **Company Card:** issued by the authorities of a Member State to the owner or operator or holder of vehicles fitted with recording equipment. The Company card identifies the Company and allows it (a) to access all data in VUs relevant to that company for displaying, downloading and printing and (b) to lock-off that data so that another Company cannot read it.⁶

DIGITAL SIGNATURE

Means data appended to, or a cryptographic transformation of, a block of data that allows the recipient of the block of data to prove the authenticity and integrity of the block of data

DOWNLOADING

Means copying together with digital signature of a part or of a complete set of data stored in the data memory of the vehicle or in the memory of a tachograph card (*downloading may not alter or delete any stored data*)

INSTALLATION

Means mounting of the recording equipment in a vehicle

RECORDING EQUIPMENT

¹ Annex 1B Chapter IV Req 200

² Regulation 2135/98 Article 14 4 (a) para 2

³ Annex 1(b) Chapter 1 Definitions

⁴ Regulation 2135/98 Article 12 para 1

⁵ Annex 1(b) Appendix 8 point 5.2

⁶ Annex 1B Chapter 1 (l)

Means the total equipment intended for installation in road vehicles to show, record and store automatically or semi-automatically details of the movement of such vehicles and of certain work periods of their drivers.

TACHOGRAPH CARD

Means smart card intended for use with the recording equipment. Tachograph cards allow for identification by the recording equipment of the identity (or identity group) of the cardholder and allow for data transfer and storage. A tachograph card may be of the following types: driver card, control card, workshop card or company card.

TACHOnet

Is the name for a specific application allowing Member States Card Issuing Authorities exchanging information with each other to verify the uniqueness of the driver cards. It also allows control officers, during roadside and company checks, to verify the status of the driver card.

Each Member State Card Issuing Authority shall implement the TACHOnet application and shall be engaged to use it in the conditions defined in this Best Practice Guideline.

VEHICLE UNIT

Means the recording equipment excluding the motion sensor and the cables connecting the motion sensor. The vehicle unit may either be a single unit or be several units distributed in the vehicle, as long as it complies with the security requirements of Regulation (EC) n°. 1360/2002 of 13 June 2002 adapting for the seventy time to technical progress Council Regulation (EEC) n° 3821/85 on recording equipment in road transport.

APPLICATION TYPES

The following application types apply to all 4 card types:

First Issue – First application for a smart tachograph card. (NB: Includes exchange requests from other Member State citizens who meet residency criteria⁷).

First Issue will involve a TACHOnet check.⁸

Exchange – Application to modify administrative data (i.e. change of name, address etc). However, if change of address is because of a move to another Member State then an Exchange is handled as a First Issue.

Exchange will involve a TACHOnet check where a driver moves from one MS to another.⁹

Annex 1(B) VII Card Issuing Req. 267 – The exchange of an existing tachograph card, in order to modify administrative data, shall follow the rules of the renewal if within the same Member State, or the rules of a first issue if performed by another Member State.

⁷ Annex 1B Chapter VII Req 267

⁸ Getronics TACHOnet XML Messaging Reference Guide

⁹ Getronics TACHOnet XML Messaging Reference Guide

Replacement – Issue of a smart tachograph card in replacement of an existing card which has been declared lost, stolen or malfunctioning and **has not been returned** to the Issuing Authority. However, Regulation (EC) n° 2135/98 states that malfunctioning cards be replaced, therefore ALL malfunctioning cards would be Replacements¹⁰.

Replacement always implies a risk that two valid cards may co-exist.
(A card issuing authority database will show the lost/stolen card as not valid but the Vehicle Unit will still recognise the card).

The CIA should insist that, where possible, the malfunctioning card must be returned.

No TACHOnet check required.

Question:

A card is declared lost on 1st of July 2005 but the driver does not apply for a replacement card in the country of initial issuing. He knows already at that time that he is going to move to another country and prefers to wait in order to apply for a new card in this latter.

On 20 July, he applies for a new card in this second country.

The second country will check via TACHOnet the situation of the applicant (since it will be for this country a first issue), but what about the status of the card in the first country?

And which steps must then be followed by CIAs A and B to update the information available via TACHOnet?

Renewal – Issue of a new smart tachograph card when an existing card's expiry date comes to a close, or is malfunctioning and **has been returned** to the Issuing Authority. However, Regulation (EC) n° 2135/98 states that malfunctioning cards be replaced, therefore ALL malfunctioning cards would be Replacements¹¹.

Renewal always implies the certainty that two valid cards do not co-exist.¹²

If a renewed card is issued prior to the expiry of the card held by the driver, the VU will recognise the start date of the new card ensuring that it cannot be used.

No TACHOnet check required.

The same question than the one asked above may be asked.

¹⁰ 2135/98 Article 14 4(a)

¹¹ 2135/98 Article 14 4(a)

¹² Annex 1B Definitions (ff)

INTRODUCTION TO PROCESS FLOW

9. Each Member State will need to implement a Smart Tachograph system with the boundaries and constraints that exist within the scheme.
10. The Best Practice Guideline does not preclude the adoption of alternative approaches but it is important that the key principles associated with the scheme are met.
11. It is individual Member States responsibility to ensure that the integrity of their system meets the same standards as those of other Member States. The overall scheme will only be as strong as the weakest link.
12. Some key points of the Best Practice recommendations are:

Identity Checks

13. No card will be issued unless the identity of the applicant has been formally checked.

Personalisation

14. The Driver card must be personalised.¹³ Workshop and Control cards may be personalised.

Driving Licence Check

15. Before a Driver card is issued, Member States should ensure that the applicant is a holder of a valid driving licence with the correct vehicle category entitlement. (Please note: All categories are eligible except category A. Category B holders would also be eligible where the towing of a trailer would exceed 3.5 tonnes). For an application from a foreign driver licence holder this means there must be a data exchange mechanism that allows the validity of the licence to be verified.

Size of Chip

16. Although it would be possible to contain the information on a 16K chip, it is recommended that all Member States adopt at least a 32K chip as standard.

¹³ Regulation 2135/98 Article 14 4 (a) para 1.

17. Member States can add additional value services in any spare capacity but this must be added at the time of card issue. The added value service must be decided before the security accreditation stage.

Authorisation of Control Cards

18. The specifications require that Workshop cards are only issued by the card issuing authorities of a Member State to a recording equipment manufacturer, a fitter, a vehicle unit manufacturer or workshop approved by that Member State. There is no such criterion relating to Control cards.
19. The recommendation however is that Member States implement procedures to ensure that Control cards are only issued to those personnel that have a justified requirement for the Control card. The procedures should also ensure, in case control cards are personalised, that when a person is no longer involved in the control environment the cards are surrendered.

TACHOnet

20. There will be the ability for Member States to enquire of each other's card issuing databases and in some cases this will provide the ability to confirm driving licence validity and confirmation of vehicle category entitlement.
21. The Best Practice Guideline contains details of the occasions where the exchange of data is required together with the required availability and response time requirements.
22. The technical solution to meet the requirements specified for the individual data exchanges must be met. These requirements vary from real time responses (i.e. 2 seconds) through to those that can be handled in a more traditional batch mode.

APPLICATION SUBMISSION

WHO CAN APPLY

DRIVER CARD

MANDATORY REQUIREMENTS

Regulation Article 14 Point 3 Para 2 – A Member State may require any driver subject to the provisions of Regulation (EEC) No 3820/85 and normally resident on its territory to hold a driver card

Article 14 Point 4 (b) Driver cards shall be issued only to applicants who are subject to the provisions of Regulation (EEC) 3820/85

Article 14 4 (a) Para 3 - The driver may hold one valid driver card only. The driver is authorised to use only his own personalised driver card. The driver shall not use a driver card which is defective or which is expired.

BEST PRACTICE RECOMMENDATION

23. Applicants should be a driver of vehicles used for the carriage of goods where the maximum permissible weights of the vehicle; including any trailer or semi-trailer exceeds 3.5 tonnes. Also the drivers of vehicles used for the carriage of passengers, which are suitable for carrying more than nine persons including the driver.
24. Applicants will include non-professional drivers because attaching a trailer to a vehicle under 3.5T can make it a “relevant” vehicle. Applications must be expected from drivers who may not drive relevant vehicles regularly, or even at all, but who want a card “just in case”.
25. Drivers themselves must personally sign their applications but the application can be submitted by Driver or Company to the Card Issuing Authorities. A driver is not entitled to more than one valid Driver card.
26. The best practice recommendation is that Member States should have checks in place to ensure that Driver cards are issued to drivers who:

- hold a current valid driving licence (with correct vehicle category entitlement i.e. all categories except category A)¹⁴
- do not already hold a valid Driver card¹⁵
- pass identity checking requirements¹⁶
- Meet the residency rules of normal residence.¹⁷

27. If a Member State receives an application from an applicant of a non-EU country, both work permit and driver attestation* must be supplied.

(* Drivers Attestation – Regulation (EC) n° 484/2002 of 1 March 2002 amending Council regulation EEC 881/92 & EEC 3118/93 for the purpose of establishing a drivers attestation).

ALTERNATIVE APPROACH

28. Companies could submit applications for Driver cards on their Drivers behalf, however the application would need to be authorised by the Driver and identity documentation provided. Responsibility for method of payment for the card would need to be considered.
29. Individual applications by drivers may be sent together by a company to the card issuing authority.

WORKSHOP CARD

MANDATORY REQUIREMENTS

Article 12 Point 1 Para 1 - Recording equipment may be installed or repaired only by fitters or workshops approved by the competent authority of Member States.....

Article 12 Para 1: The period of administrative validity of approved workshop and fitter cards shall not exceed one year.

Annex 1 B Req. 213: The workshop card shall be able to store a personal identification number (PIN Code)

¹⁴ Regulation 2135/98 Article 14 4(b)

¹⁵ Regulation 2135/98 Article 14 (d)

¹⁶ Regulation 2135/98 Article 14 4(a)

¹⁷ Regulation 2135/98 Article 14 3(a)

BEST PRACTICE RECOMMENDATION

30. Applicants should be authorised persons or Workshops responsible for the installation and maintenance of Vehicle Units.
31. Member States should have checks in place to ensure that Workshop cards are only issued to applicants who:
- are **approved (by the issuing Member State)** Workshop fitters, recording equipment manufacturers, vehicle manufacturer or workshops;
 - pass identity checking requirements for personalised cards;
 - Not entitled to a Company card, unless duly justified.¹⁸ The requirement of the Annex 1B Chapter VI ("Approval of fitters or workshops"), dealing with "Checks, Inspection and Repairs" means that if the competent authority having to approve the workshops (like the Ministry of Industry in France, VOSA in UK, etc...) decide to approve a transport company as a workshop, this company will be put on the list of the approved workshops to which workshop cards will have to be issued by the CIA. It will be up to the approval authorities to ensure the compliance of these transport companies/approved workshops against the requirements laid down for them to be approved.
32. The Workshop card is “issued by the authorities of a Member State to a recording equipment manufacturer, a fitter, a vehicle manufacturer or workshop, **approved by that Member State**”.
33. It has been suggested that vehicle manufacturers in non-EU countries may require a workshop card to activate the Vehicle Unit, as a VU may be fitted at the same time as the dashboard is fitted and therefore would require activation. However, activation/calibration should be done when the vehicle reaches the EU. The agreement of the Task Force is that a workshop card could only be issued if the MS **approved** the workshop or vehicle manufacturer in that non-EU country.

Question: Neither Regulation (EC) n° 2135/98 nor Regulation (EC) n° 1360/2002 forbid a fitter approved in a country A and issued with a workshop card by the competent authorities of this MS, to activate and calibrate VUs in a country B with the workshop card issued by the MS A.

Do the national laws covering the approval of workshops forbid such a use of the workshop card? By fitters? By workshops? By vehicle manufacturers? By tachograph manufacturers?

¹⁸ Annex 1B Chapter VI Point 1

Answer may be important if workshop cards are not available in some countries where vehicles may be registered and put into service without the VU to be activated or calibrated.

34. In some Member States a Workshop fitter can work in more than one Workshop. In these cases, Member States should have checks in place to ensure it is acceptable to issue more than one Workshop card to one fitter. Under such circumstances, the structure of the cardholder records on national databases should clearly indicate upon enquiry that other cards are held by one person.

Specific Recommendations on Workshop Cards

- The Workshop should be made responsible for the return of cards if/when fitters leave their employment;
- If the card cannot be returned (i.e. lost/stolen, malfunctioning but not returned), the Workshop is obliged to notify the Card Issuing Authority;
- In the case of non personalised Workshop cards, the issuing of ‘additional’ cards must be avoided;
- Security of distribution of the PIN to be considered (i.e. registered mail). The PIN should be issued to individual fitters under separate cover of the card, preferably to the fitter’s home address. A PIN unlocking mechanism is outside the scope of the technical specification, therefore, if the Workshop fitter has 5 consecutive unsuccessful PIN entries, the card becomes non-valid.¹⁹
- Full details on Workshops can be found in the IDT Project document ‘Guidelines to Approve Workshops’.

ALTERNATIVE APPROACH

35. Some Member States may not personalise Workshop cards. Applications can be expected from Workshop body. This body needs to ensure that the cards are issued to agreed workshops and fitters only.

Difficult to understand the alternative approach.

No parallel possible with point 39.

¹⁹ Annex 1B Appendix 10 ACT_302

CONTROL CARD

BEST PRACTICE RECOMMENDATION

36. Applicants should be authorised persons responsible for the enforcement of the tachograph system.
37. Member States should have checks in place to ensure that Control cards are issued to applicants who:
 - are authorised Control officers
 - pass identity checking requirements
38. The control bodies/authorities:
 - should authorise all applications for Control Cards
 - should deal with instances of misuse (possibly through disciplinary measures)

ALTERNATIVE APPROACH

39. Some Member States may not personalise Control cards. Applications can be expected from the Control body. This body needs to ensure that the cards are “used by authorised officers” only.

COMPANY CARD

(See also Company Card Checks)

BEST PRACTICE RECOMMENDATION

40. Applicants should be the owner, operator or holder of vehicles fitted with recording equipment.
41. Member States should have checks in place to ensure that Company cards are only issued to applicants who pass specific Company card checks (see ‘Company Card Checks’ section).

Question: to who the company card will be personalised ?

ALTERNATIVE APPROACH

42. Some Member States may not personalise Company cards. Applications can be expected from the Company body.

HOLDING MORE THAN ONE TYPE OF CARD

MANDATORY REQUIREMENTS

Annex 1(B) VI Point 1 – ‘workshop cards will be issued only to fitters and/or workshops approved for the activation and/or the calibration of recording equipment in conformity with this annex and, unless duly justified: who are not eligible for a company card’.

BEST PRACTICE RECOMMENDATION

43. The Regulation does not prevent the issuing of more than one card type to one person. An example would be a Workshop fitter who owns his own vehicle and would therefore require a Workshop, Company and Driver card.
44. However, Member States must ensure they consider the implications of issuing more than one type of card to one person.
45. The Workshop card enables re-calibration of the Vehicle Unit, therefore particular consideration should be given to the issuing of a Workshop card to a person that holds/requests other types of card.
46. Annex 1(b) refers to the holding of Company and Workshop cards. It is recommended that, where possible, card issuing authorities:
- are able to identify instances where more than one type of card is held by one person
 - That Control bodies are aware of those instances.

METHODS OF APPLICATION

FIRST ISSUE

BEST PRACTICE RECOMMENDATION

47. Data should be captured and stored in the database when the Card Issuing Authority receives and verifies the application. The relevant information from the tachograph record must be made available to another Member State when on line TACHOnet enquiry is made (driver card).
48. Suggested methods of application to include:
 - paper based forms
 - Electronic transfer e.g. Internet, telephone etc (depending on application type).
49. Telephone and electronic requests would be for:
 - those records where a photograph (probably digitised) is already available
 - Where supporting documentation (e.g. identity documents) were not required.
50. Application forms could not be standardised throughout Member States but they would have common elements (specified under Data Items).
51. Forms could be placed at any location convenient for Drivers, such as:
 - administrative desks (this could include Post Offices, Test Centres, Police Stations)
 - Chambers of Commerce
 - Unions
 - Hauliers' organisations etc
52. The card issuing authority should provide a choice of application methods to the customer. The ability to use the different methods may be dependent on the types of application involved i.e. First Application, Renewal, Exchange, Replacements.
53. Application forms should be microfilmed or scanned. In some Member States the application form may only be kept for the period of validity of the card. A copy of the application form should be made available for any TACHOnet card issuing queries or legal/prosecution cases.

RENEWAL OF TACHOGRAPH CARDS

(Driver & Company Cards)

Why are the workshop cards kept out of these recommendations.

BEST PRACTICE RECOMMENDATION

54. Card renewal reminders should be sent to cardholders:

- Pre-printed details (e.g. tachograph card number) on a reminder form would be more customer friendly and ease the renewal process by enabling scanning of the forms for speedy and efficient data capture.
- Easier to manage the requirement for the card to be issued by the expiry date (provided the applicant applied within 15 days of expiry, as required by the Regulation) as reminders could be issued possibly 3 months prior to expiry of the card.²⁰

ALTERNATIVE APPROACH

55. Not all Member States will send application reminders prior to expiry of the card. Some Member States have decided not to issue reminders for the following reasons:

- Do not know if the address held is current;
- If someone does not receive a reminder they will blame the Card Issuing Authority for not having card to use;
- Should be the responsibility of the driver to renew;
- If driver no longer requires card he will not want to receive a reminder;
- Some Member States do not send reminders for the driving licence.

EXCHANGE OF TACHOGRAPH CARDS

(All card types)

²⁰ Article 15 para 2

DEFINITION

56. Exchange of a tachograph card occurs when there is a change of administrative data. Examples are – change of name due to marriage; change to address of a Driver, Company, Workshop or Control body.

BEST PRACTICE RECOMMENDATION

DRIVER CARD

57. It is essential that Driver card applicants return to the card issuing authority, existing driver cards when an exchange is carried out. This is to ensure not more than one card is held by the applicant. It is important this is done. If the Driver card is not returned with the application for exchange it will be difficult to retrieve the old card and the driver may use both. Some Member State may have an ‘over the counter’ service so the driver can simply hand in his/her old card before being handed the new card. The driver will need to ensure his card is downloaded by the Company prior to exchange.
58. There is a separate section on Replacement Applications.

DATA ITEMS FOR APPLICATION TYPES

MANDATORY REQUIREMENTS

ALL CARD TYPES

59. The visible data required for all tachograph cards is documented in Annex 1(B) Chapter IV – Construction and Functional Requirements for Tachograph Cards.

Article 14 4(a) Para 1 – the competent authority of the Member State shall personalise the driver card in accordance with the provisions of Annex 1B

60. Therefore, Member States must ensure the relevant data is provided by the applicant for validation of the application and display on the card and in the chip.

BEST PRACTICE RECOMMENDATION

DRIVER CARD

61. The following are **optional** data items that would need to be requested and/or captured for the issuing of a tachograph card:
- Type of Card (Driver, Control, Workshop, Company)
 - Type of Application (First Application, Replacement, Exchange, Renewal)
 - Title
 - Surname
 - Forename(s)
 - Address (Normal / Permanent place of residency)
 - Sex – Male/Female
 - Date Of Birth [DOB]

- Place/country of birth
- National Id. Number (Social Security Number/National Insurance Number (Optional) - some Member States may use this unique number to form part of the first 13 characters of the Driver card issue number.
- Requested Start Date (some MS may want to issue a card in advance of the date the driver will want to use it i.e. on holiday, new job etc and will not want to pay for a period on the card when it will not be required).
- Driving Licence Number
- Fee
- Remittance Type
- Cheque/PO Number
- Daytime telephone number
- Photograph Pocket/Holder
- Signature area / date
- Residency declaration
- Lost; Stolen; declarations (Applies to Replacement & Renewal applications – to include dates) – Also to include a statement that if the card is found, it must be returned to the issuing authority.
- Tachograph Card Number (Not relevant to First Applications)
- Declaration on whether a smart tachograph card has previously been issued to the applicant from another EU Member State.
- Declaration of truth signed by the applicant.
- Request for supporting documentation – work permit

62. Comprehensive and clear notes for guidance should always be provided.

WORKSHOP/CONTROL/COMPANY CARDS (if applicable)

- Type of Card (Driver, Control, Workshop, Company)
- Type of Application (First Application, Replacement, Exchange, Renewal)

- Title
 - Surname
 - Forename(s)
 - Workshop/Control/Company Name & Address
 - Sex – Male/Female
 - Date Of Birth [DOB]
 - Requested Start Date
 - Driving Licence Number
 - Fee
 - Daytime telephone number
 - Photograph Pocket/Holder (Only applies to those applications where image not already held)
 - Signature area / date
 - Lost; Stolen; declarations (Applies to Replacement & Renewal applications – to include dates) – Also to include a statement that if the card is found, it must be returned to the issuing authority.
 - Tachograph Card Number (Not relevant to First Applications)
 - Declaration on whether a smart tachograph card has previously been issued to the applicant from another EU Member State.
 - Declaration of truth signed by the applicant (in the case of non personalised cards,
by the owner/director/partner/manager/Company secretary/workshop owner/enforcement supervisor etc)
 - Verification that the applicant is certified/approved
63. Comprehensive and clear notes for guidance should always be provided.
64. Data requirements for forms may vary slightly from one Member State to another, depending on whether cards are personalised/not personalised and data stored on the database.

65. Some Member States may not require certain data elements i.e. driving licence number (for issue of a Company card), Personal Public Service Number (PPSN), cheque/PO number, residential declaration.

PROCESS TIMES FOR ISSUE

MANDATORY REQUIREMENTS

DRIVER CARD

Replacement

66. The Driver must apply to his Card Issuing Authority for a replacement within seven calendar days of it being lost/stolen/malfunctioning but not returned.

Article 15 Point 1 Para 4 states 'If the driver card is damaged, malfunctions or is lost or stolen, the driver shall apply within seven calendar days for its replacement to the competent authorities of the Member State in which he has his normal residence.'

67. Member States must supply a Replacement Driver card within 5 working days of receiving an application. This would be based on the application being valid.

Article 14 Point 4 (a) Para 5 - "If the driver card is damaged, malfunctions or is lost or stolen, the authority shall supply a replacement card within five working days of receiving a detailed request to that effect":

What if the driver does not apply within the deadline?

What if the card is not issued within the deadline?

Renewal

68. Provided the driver applies to renew his Driver card within 15 days of its expiry date, Member States must renew that card before the expiry date of the previous card is reached.

Article 14 Point 4(a) Para 6 - In the event of a request for the renewal of a card whose expiry date is approaching, the authority shall supply a new card before the expiry date provided that the request was sent to it within the time limits laid down in the second subparagraph of article 15(1)

Article 15 Point 1 Para 2 - Where a driver wishes to renew his driver card, he shall apply to the competent authorities of the Member State in which he has his normal residence not later than fifteen working days before the expiry date of the card.

What if the driver does not apply within the deadline?

What if the card is not issued within the deadline?

WORKSHOP CARD

Replacement

69. Member States must supply a Replacement Workshop card within 5 working days of receiving an application. This would be based on the application being valid.

Article 12 Point 1 Para 3 – “If a card issued to an approved workshop or fitter is to be extended, is damaged, malfunctions, is lost or is stolen, the authority shall supply a replacement card within five working days of receiving a request to that effect.

What if the fitter/workshop does not apply within the deadline?

What if the card is not issued within the deadline?

BEST PRACTICE RECOMMENDATION

DRIVER CARD

70. The validity of the driver card application should be based on:

- The applicant having supplied all the necessary details, including fee;
- The applicant holding a current valid driving licence;
- The applicant holding the relevant driving category entitlement (all categories except

How long will an application remain valid?

For the first issue? For its replacement? Its renewal?

WORKSHOP CARD

71. The validity of the Workshop card application should be based on:

- The applicant being an approved fitter

- Fees?

CONTROL/COMPANY CARD

75. There are no mandatory requirements set out in the Regulation on process times for Control and Company card issue.

APPLICATION VALIDATION

PERSONALISATION

MANDATORY REQUIREMENTS

DRIVER CARD

72. It is mandatory that Driver cards be personalised. Personalisation in the case of the Driver card includes surname, first name, image, signature, date of birth, driving licence number.

Article 14 4 (a) – the competent authorities of the Member State shall personalise the driver card in accordance with the provisions of Annex 1B²¹.

BEST PRACTICE RECOMMENDATION

WORKSHOP CARD

73. It is recommended that the Workshop card be personalised. Personalisation would mean that the card identifies the user:
- Surname and first name printed on the card²² and placed on the chip²³
 - Surname, first name, image and signature printed on the card. Surname and first name placed on the chip.
74. Member States may display a photograph on the Workshop card as an added security feature.²⁴
75. A PIN number is issued with a Workshop card, to the cardholder. The PIN number should be sent to the cardholder via mail separately to the card.
76. The Workshop Manager should have overall responsibility for the fitters.

²¹ Annex 1B Chapter 1V Req 175

²² Annex 1B Chapter 1V Req 175

²³ Annex 1B Appendix 2 TCS 408

²⁴ Annex 1B Chapter IV Req 181

77. The advantages of issuing personalised Workshop cards are:

- personal workshop cards should offer a better guarantee for trace-ability/audit trail
- personalised cards should encourage workshop fitters to take greater responsibility/accountability for the card
- increase the effectiveness of any spot checks and inspections

CONTROL CARD

78. It is recommended that the Control card be personalised. Personalisation would mean that the card identifies the user:

- Surname and first name printed on the card²⁵ and placed on the chip²⁶
- Surname, first name, image and signature printed on the card. Surname and first name placed on the chip.

79. Advantages of issuing personalised Control Cards:

- a better guarantee for trace-ability
- the control card can read valuable information on companies, personalised cards provide ability to trace back to an individual
- Encourage control officer to take greater responsibility and care for the card.

80. Some Member States may personalise some Control cards and not others. For example, some may personalise the Control cards of the Vehicle Inspectors but not the Police.

COMPANY CARD

81. It is for Member States to decide whether they personalise Company cards. The number of cards that can be issued to a Company is restricted by the Company card number²⁷. It is important that this is not further restricted by personalisation.

²⁵ Annex 1B Chapter 1V Req 175

²⁶ Annex 1B Appendix 2 TCS 413

²⁷ Annex 1B Chapter II Req 011

IDENTITY CHECK

MANDATORY REQUIREMENT

DRIVER CARD

Article 14 4 (f) – Member States shall take all the necessary measures to prevent any possibility of driver cards being falsified.

WORKSHOP CARD

Article 12 Point 1 Para 5 – Member States shall take any measure necessary to prevent the cards distributed to approved fitters and workshops from being falsified.

BEST PRACTICE RECOMMENDATION

82. It is recommended that, for all personalised cards, identity of the applicant should be verified.
83. Provided identity checking is carried out on first application and the image is stored in a database, the applicant would not be required to resubmit identity documentation unless there are any subsequent personal detail changes (example - change of name through marriage – marriage certificate to be provided).
84. Some Member States may have to request proof of identity for subsequent applications if they do not store the image etc on the database.

ALTERNATIVE APPROACH

85. Applicants should be given a choice of service for the provision of identity documents for checking. This includes:
 - the vetting of applications at local Post Office
 - at National & Local Card Issuing Authority Office
 - sending original documents by Post.

86. Examples of identity documents would be:

- Full valid current passport
- Birth certificate
- Certificate of registry of birth (provided the name is present on the certificate)
- ID card issued by a Member State of the EC/EEA
- Travel documents issued by the Home Office
- Certificate of Naturalisation or registration
- Evidence of receipt of State Retirement Pension

87. The recommendation is that the identity checks should be carried out before the card is authorised for issue. However, some Member States will perform the identity check after card production and as part of the delivery phase. Some Member States may perform the identity check at both stages.

88. The disadvantage of checking after card production is that the Member State will have carried out all the other checks (other Member States databases, driving licence etc) and created the card before the identity of the individual is confirmed. Should there be a problem with the identity check, this work (and the associated costs) will be nugatory.

RESIDENCY CHECKS

MANDATORY REQUIREMENT

Article 14 point 3 para 1 – The driver card as defined in Annex 1B shall be issued, at the request of the driver, by the competent authority of the Member State where the driver has his normal residence.

Article 14 point 3 para 2 – A Member State may require any driver subject to the provisions of Regulation (EEC) No 3820/85 and normally resident on its territory to hold a driver card.

Article 14 (3) (a) – For the purposes of this Regulation “normal residence” means the place where a person usually lives, that is for at least 185 days in each calendar year, because of personal and occupational ties, or, in the case of a person with no occupational ties, because of personal ties which show close links between that person and the place where he is living.

However, the normal residence of a person whose occupational ties are in a different place from his personal ties and who consequently lives in turn in different places situated in two or more Member States shall be regarded as being the place of his personal ties, provided that such person returns there regularly. This last condition need not be met where the person is living in a Member State in order to carry out a fixed term assignment.

(b) Drivers shall give proof of their place of normal residence by any appropriate means, such as their identity card or any other valid document.

(c) Where the competent authorities of the Member State issuing the driver card have doubts as to the validity of a statement as to normal residence made in accordance with point (b), or for the purpose of certain specific controls, they may request any additional information or evidence.

BEST PRACTICE RECOMMENDATION

89. Tachograph cards will be issued to applicants within the Member State of their normal residence, which means the Member State where the person usually lives at least 185 days in each calendar year.
90. Consequently, Card Issuing Authorities shall make sure that the applicant fulfils the condition of residency defined by the Regulation.
91. Both the Directive on driving licences (96/47/EC) and the Regulation on tachographs require “normal residence”, therefore, both addresses should ideally be the same on a national level.

Quid of the drivers who do not have their normal residence in the EU?

ALTERNATIVE APPROACH

92. If the applicant holds a driving licence issued by another EU Member State, provided the licence remains valid or for certain periods set out by the driving licence issuing authority, he can continue to use it until legally required to exchange.
93. When a driver has moved from one Member State to another but cannot prove the 185 days of residence, other criteria shall be used to define the normal residence of the driver. Normal residence shall be determined in the context of an overall assessment by reference is that where the permanent centre of interest of the driver is located. The driver needs to prove that he intends to be resident for 185 days, meaning he has to give evidence of his (her) occupational or personal ties in the new MS.
94. The Regulation does not specify that a driver must exchange his driver card when becoming resident in another Member State. However, when the card expires or is lost or stolen, he/she would need to apply for a new card.
95. When a driver moves from one Member State to another he needs to prove that the new MS is his normal residence in the place where he normally lives and that he intends to be resident for 185 days. Proof²⁸ could be in the form of (this is not an exhaustive list):
 - Certificate of residence
 - Work Permit
 - Drivers Attestation – Regulation EC No 484/2002 of 1 March 2002 amending Council Regulation EEC 881/92 & EEC 3118/93 for the purpose of establishing a drivers attestation.
 - contract for accommodation rental,
 - utilities bill (electric, water, telephone), - unlikely to be adequate proof alone but may require other supporting documentation
 - bank statement, - unlikely to be adequate proof alone but may require other supporting documentation
 - current notification of tax coding, - unlikely to be adequate proof alone but may require other supporting documentation

²⁸ Regulation (EC) n° 2135/98 Article 14 3(b) & (c)

- National Identification Number (examples - National Insurance Number, Personal Public Service Number)
- Letter from employer

COMPANY CARD CHECKS

MANDATORY REQUIREMENTS

96. Any Company or self-employed driver operating vehicles within the scope of Regulation (EEC) n° 3820/85 is entitled to a Company card.

BEST PRACTICE RECOMMENDATION

97. There are different views on the risks associated with the issue and accountability requirements connected with Company Cards. Concerns exist over the possibility of bogus company cards in circulation, which could severely undermine one of the basic tenets of drivers' hours' enforcement, which is that the company is equally responsible for offences.
98. It may be possible to check most companies on one or more of:
- Operator license database;
 - Register of Limited Companies;
99. The card issuing centres should have access to the relevant databases.

**APPLICATION DATA ENTRY &
VALIDATION AGAINST PERMANENT
RECORD**

NAME AND ADDRESS DETAILS

MANDATORY REQUIREMENT

100. Annex 1 B Chapter IV – Construction and Functional Requirements for Tachograph Cards, Visible Data, states that:
- Printing of the name of the Driver on the Driver card is mandatory
 - Printing of the name and postal address on the Control, Company and Workshop card is mandatory.

BEST PRACTICE RECOMMENDATION

DRIVER CARD

101. Printing of the normal place of residence, or postal address on the Driver card is optional.
102. The recommendation is that the Drivers current address details should be printed on the card. This helps to ensure that:
- the Card Issuing Authority is notified of change of address;
 - provides greater traceability of the Driver;
 - Provides greater ownership and accountability.
103. The name details shown on the driver card should be the same as shown on the driving licence and be in full, as far as possible.
104. 35 characters of the address are to be embedded in the Integrated Circuit (IC) of Control, Company and Workshop cards. Some Member States would include property number and postcode, a full address can be established from these 2 data items if required.

ALTERNATIVE APPROACH

105. Some Member States may not print address details on the card, for various reasons including privacy. However, the address details will be stored in the database.

DRIVING LICENCE CHECK

DRIVER CARD

MANDATORY REQUIREMENT

Article 14 Point 4 (b) Driver cards shall be issued only to applicants who are subject to the provisions of Regulation (EEC) 3820/85

Article 14 4c – The Driver card shall be personal. It may not, during its official period of validity, be withdrawn or suspended for whatever reason unless the competent authority of a Member State finds that the card has been falsified, or the driver is using a card of which he is not the holder, or that the card held has been obtained on the basis of false declarations and/or forged documents. If such suspension or withdrawal measures are taken by a Member State other than the Member State of issue, the former shall return the card to the authorities of the Member State which issued it and shall indicate the reasons for returning it.

BEST PRACTICE RECOMMENDATION

106. On receipt of First Application, Exchange and Renewal applications for a Driver card, Member States must ensure:
 - The applicant holds a current valid driving licence (all categories except category A).
 - The relevant driving category entitlement is held by the applicant
107. The Driving Licence number, at the date of issue of the Driver card, must be displayed on the Driver card.²⁹
108. In some Member States, tachograph card issue will be carried out by the Driving Licence Issuing Authority (example: U.K and Sweden). In some Member States, tachograph card issuing will be carried out by a separate body but a link will be arranged for the purpose of checking driving licence information (example: Germany and Netherlands).
109. Although Member States should only issue Driver cards to those applicants that have a current valid driving licence with the correct vehicle category entitlement, the Regulation does not allow recall of the Driver card if the driving licence becomes invalid after it has been issued.

²⁹ Annex 1B Chapter IV Req 175

Change of Driving Licence Number

110. The driving licence number could change after issue of the driver card.
111. Checks to be carried out to establish validity of driving licence prior to issue. If the driving licence number has changed the new driving licence number should be printed on the card for Exchange (change of administrative data) and Renewal (renewed card)
112. Mechanisms must be in place to ensure driving licence records and smart tachograph records are kept in sync for enquiry purposes. This is vital to ensure cross-references are made (to the driving licence number details) when an enquiry is made on a smart tachograph driver card record, where the card displays an outdated driving licence number.
113. In the case of a foreign licence holder applying for a tachograph card, Member States must check with host driving licence issuing Member State that the driver is not disqualified and that correct vehicle category entitlement is held.

Holder of a foreign driving licence

114. It is possible that a driver may move from one Member State to another, meet the 185-day rule and apply for a driver card using his 'foreign' driving licence. If the driver holds an EU driving licence it is not mandatory to exchange it. This is one type of application that can be checked via TACHOnet by input of personal details (as it is possible a driver may hold more than one driving licence).
115. In some cases it will be possible to confirm the validity of the driving licence during a TACHOnet check. Alternative arrangements for checking driving licence validity for those Member States who will not provide this information via TACHOnet.

How?

116. The MS that issued the driving licence would also confirm whether a Driver card could be issued and would record on their database which MS had issued the card (The Luxembourg Agreement). The Member State issuing the Driver card must print the 'foreign' driving licence number in the 'driving licence number' field on the card. Note: it is important that where a driver does exchange his licence, the driving licence issuing authority is informed.
117. The scenario also exists where a person could move from a non-EU Member State i.e. USA, meet the 185-day rule and require a tachograph card. The person could drive for up to one year in the EU using his ordinary driving licence (if the person held a vocational driving licence they would have to resit the test). Therefore, a driver card would have to be issued displaying the foreign driving licence number i.e. USA driving licence number. The card chip would need to contain driving licence issuing nation, driving licence issuing authority and driving licence number.

The driver card caters for a 16-digit driving licence number but some American State driving licence numbers can be longer. It was agreed that the fields would need to display the maximum amount of information.

ALTERNATIVE APPROACH

118. Some Member States may also carry out the driving licence validity check before issue of a Replacement driver card.
119. Some Member States may not have a link with the driving licence authority and the applicant will be asked to provide the original driving licence with the application. However, it must be remembered that this may lead to fraudulent applications in that the applicant may not produce a 'current' driving licence. This will also provide problems when a Member States wishes to establish the driving licence validity in another Member State when there is no link to the driver licence data.

WORKSHOP, CONTROL & COMPANY CARD

120. Applicants for Workshop, Control, and Company cards are likely to be driving licence holders but a driving licence is not a pre-requisite for these cards.

IMAGE CAPTURE

(See also Chapters on Personalisation and Name & Address)

MANDATORY REQUIREMENTS

121. Annex 1 B Chapter IV – Construction and Functional Requirements for Tachograph Cards, Visible Data, states that:
122. An image of the driver **must** be displayed on all driver cards.
 - ‘Photograph of the driver’

BEST PRACTICE RECOMMENDATION

ALL CARD TYPES

123. The displaying of an image on Control, Workshop and Company card is optional. Some Member States will display a photograph on the Workshop card as an added security feature.³⁰
124. Member States must have a facility to capture electronically the photograph and signature of an applicant. Member State to apply its own rules on how often the image of the person should be updated. If a person asks to update his image he should be allowed to do so.
125. The photograph (colour or black & white) should be:
 - Digitally scanned for display on the card.
 - Stored in an image database

WORKSHOP CARDS

126. As an added security feature, workshop cards should be personalised by displaying the name, image and signature of the cardholder. Advantages of issuing personal workshop cards are:

³⁰ Annex 1B Chapter IV Req 181

- personal workshop cards should offer a better guarantee for trace-ability
- Personalised cards should encourage workshop fitters to take greater responsibility/accountability for the card.
- increase the effectiveness of any spot checks and inspections

CONTROL CARDS

127. Control cards could be personalised. Advantages of issuing personal control cards:

- personal control cards should offer a better guarantee for trace-ability
- the control card can read valuable information on companies, personalised cards provide ability to trace back to an individual
- Personalised cards should encourage control person to take greater responsibility and care for the card.

128. Some member states may personalise some control cards and not others. For example, some may personalise the control cards of the vehicle inspectors but not the police.

COMPANY CARDS

129. It is for Member States to decide whether they personalise Company cards. The number of cards that can be issued is restricted by the Company card number. It is important that this is not further restricted by personalisation.

ALTERNATIVE APPROACH

130. Some Member States may not store images, however this:

- May not be cost effective;
- will require repeated identity checking;
- could affect turnaround time for issue of the card

MULTIPLE CARD HOLDERS

BEST PRACTICE RECOMMENDATION

131. The Regulation does not prevent one person holding all 4 cards (although this scenario is unlikely to occur). However, it is recommended that card issuing

authorities are able to identify instances where more than one type of card is held. Particularly important are cases where:

- Driver may hold Company card if he is the owner of the Company
- one person holds a Workshop and Company card;
- one person holds a Workshop and Driver card;
- One fitter person holds more than one Workshop card, if working for more than one Workshop.

Annex 1(B) VI Point 1 – ‘workshop cards will be issued only to fitters and/or workshops approved for the activation and/or the calibration of recording equipment in conformity with this annex and, unless duly justified: who are not eligible for a company card’.

132. It is also possible for a Workshop fitter to hold more than one Workshop card as some fitters work for more than one Workshop.
133. Checks must be in place to identify when one person is holding more than one card. The issuing authority to have agreements with the Controllers on whether they require information on:
 - Those applicants holding more than one card;
 - Combinations of cards held;
134. It should be agreed with the Control body whether their authorisation is required prior to issue of the card.

VERIFYING UNIQUENESS OF THE DRIVER CARD (TACHONET)

MANDATORY REQUIREMENT

DRIVER CARD

Article 14 Point 3 (d) - The competent authorities of the issuing Member States shall, as far as this can be done, ensure that the applicant does not already hold a valid driver card.

Article 14 4(a) Para 3 - The driver may hold one valid driver card only. The driver is authorised to use only his own personalised driver card. The driver shall not use a driver card which is defective or which has expired.

Article 14 4 (d) Para 1 - Driver cards issued by Member States shall be mutually recognised.

Article 14 4 (d) para 2 - Where the holder of a valid driver card issued by a Member State has established his normal place of residence in another Member State, he may ask for his card to be exchanged for an equivalent driver card; it shall be the responsibility of the Member State which carries out the exchange to verify if necessary whether the card produced is actually still valid.

Article 14 4 (d) para 3 - Member States carrying out an exchange shall return the old card to the authorities of the Member State of issue and indicate the reasons for so doing.

Article 14 4 (e) para 4 - Where a Member State replaces or exchanges a driver card, the replacement or exchange, and any subsequent replacement or renewal, shall be registered in the Member State.

Article 16 Point 3 Para 4 - Where the authorities of the Member State in which the driver has his normal residence are different from those which issued his card and where the latter are requested to renew, replace or exchange the driver card, they shall inform the authorities which issued the old card of the precise reasons for its renewal, replacement or exchange.

BEST PRACTICE RECOMMENDATION

135. Member States must have checks in place to ensure, as far as is possible, that a driver cannot hold two valid driver cards.

Driver Card Data Exchange

136. The data exchange requirements seen to be necessary in order to satisfy regulatory requirements (to ensure that as far as is reasonable that a Driver does not hold more than one valid tachograph card and to update the card record concerning change of status) are displayed in the tables below.
137. Data Exchange is also required to ensure:
- The Driver has a current valid driving licence with the correct vehicle category entitlement.
 - For enforcement purposes where roadside checks would be made on the record
138. The instances where a TACHOnet check will be carried out are:
- First Application
 - Exchange
 - Status Modification (confiscated, suspended, withdrawn, lost, stolen, malfunctioning, inexchange, exchanged)
 - Check Card Status

See above

139. In the case of First Application, some Member States will choose to check with all other Member States that the applicant does not already hold a valid Driver card. Some Member States will choose to carry out a random search of this application type. Provided the Luxembourg Agreement is followed, both methods are approved. In the case of Exchange, the CIA needs to check with the issuing Member State that the Driver card is still valid.
140. Availability of Member States systems is critical for enquiry purposes. The requirements vary from real time responses (i.e. 2 seconds) to those handled in batch mode.

First Issue/Exchange

141. The following table shows the input data when checking a first application or exchange via TACHOnet:

DATA INPUT	
Data Item	Status
Issuing Member State Code	Mandatory
Surname (must be as on Driving Licence) ³¹	Mandatory
Forename (must be as on Driving Licence)	Mandatory
Date Of Birth	Mandatory
Birth Place	Optional
Driving Licence Number	Mandatory (CIA) Optional (Enforcers)
Driving Licence Issuing Nation	Mandatory (CIA) Optional (Enforcers)

142. The following table displays the reply data:

REPLY DATA		
Data Element	Status	Format
Surname	Mandatory	
Forename	Mandatory	
Date Of Birth	Mandatory	

³¹ Getronics DG TREN TACHOnet XML Messaging Reference Guide Page 15

Place of Birth	Optional	
Driving Licence number	Mandatory	
Driving Licence Issue Date	Optional	
Driving Licence Issuing Nation	Mandatory	
Driving Licence Status	Optional – only possible for those MS connected to driving licence database	Possible Status: Valid (existing, valid with correct vehicle category entitlement) Invalid (existing but not valid) Not Found (not existing)
<i>Confirmation on:</i> Driver Card In Existence	Mandatory	Card number displayed
Card Status	#Optional <i># Means that data will only appear in the replies where a valid driver card is detected.</i>	Possible status: Application/Approved/Rejected/ Personalised/Despatched/Handed Over/Confiscated/Suspended/ Withdrawn/Surrendered/Lost/ Stolen/Malfunctioning/Expired/ Replaced/Renewed/InExchange/ Exchanged
Name of Card Issuing Authority	Mandatory	
Validity date	Mandatory	
Expiry Date	Mandatory	
Date that Status Modified (Date of Declaration)	Mandatory	

143. Where there is a multi hit, a timeout or a server error, Member State contact information will also be provided. The details provided will be Fax number, Phone number and E-mail address.

Luxembourg Agreement

144. When the CIA issues a Driver card to a driver with a foreign driving licence, the CIA will send a message to the CIA in the host driving licence Member State to say a card has been issued. CIAs which are connected to the driving licence database could then identify the driver by means of the driving licence number. Some CIAs

intend to update the tachograph card database with the information that a Driver card has been issued for the driver in a country according to the message. This message would be sent under the ‘send issued card information for a driving licence’ shown in the Getronics XML messaging document.

‘ISSUED CARD’ MESSAGE	
Data item	Status
Issued Card Number	Mandatory
Issuing Member State Code	Mandatory
Driving Licence Number	Mandatory (the driving licence number printed on the tachograph card)
Driving Licence Issuing Nation	Mandatory

145. In the majority of cases an application for a Driver card will be received from those drivers that hold a domestic issued driving licence. In those cases, the CIA need not check with other Member States whether a Driver card has already been issued. This is provided the CIA holds information on all issued driver cards, where the driving licence was issued by this Member State (as described above in para 147). Due to the fact it is possible to fraud the system if the driver holds valid driving licences issued in more than one Member State, those Member States using this method should carry out random checks (for instance every 50 or 100 application forms).
146. In cases where an application for a driver card is received from a driver with a foreign driving licence the CIA should check with all other MS that the driver does not already hold a driver card

STATUS MODIFICATION

Lost/Stolen/Malfunctioning/Confiscated/Suspended/Withdraw/In Exchange/Exchange

147. The ‘competent authority’ of a Member State that can withdraw cards could be the card issuing authority or the enforcers³². However, the enforcer can only send the message via TACHOnet, the database must be updated by the CIA.

³² Regulation (EC) n° 2135/98 Article 14 4 (c)

MODIFICATION OF CARD STATUS	
DATA ITEM	STATUS
Card Number	Mandatory The number of the card which is to be modified
Issuing Member State Code	Mandatory
New Card Status	Mandatory Possible values are Confiscated/Lost/Stolen/Malfunctioning/ Suspended/Withdrawn/InExchange/Exchanged
Status Modified At	Mandatory
Reason	Optional Free text to account for card status modification (including contact person, fax number etc) Codes need to be agreed for this due to the language barrier.

CHECK CARD STATUS

Both Driver and Workshop card status can be checked via TACHOnet

CHECK CARD STATUS – INPUT DATA	
DATA ITEM	STATUS
Card Number	Mandatory The number of the card to be checked
Issuing Member State Code	Mandatory As indicated on the card e.g. UK

CHECK CARD STATUS – REPLY DATA	
DATA ITEM	STATUS
Card Number	Mandatory

Search Status Code	Mandatory The result of the search. Possible values are: Found Not Found Timeout Server Error Workshop Card Status Not Available
Card Status	Mandatory Possible status: Application/Approved//Rejected/Personalised/ Despatched/Handed Over/Confiscated/ Suspended/Withdrawn/Surrendered/Lost/ Stolen/Malfunctioning/Expired/Replaced/ Renewed/InExchange/Exchanged
CIA	Mandatory Name of CIA having issued the card
Start of Validity Date	Mandatory
Expiry Date	Mandatory
Status Modified At	Mandatory

It is recommended that Member States on TACHOnet use the following status:

- Application
- Rejected
- Approved
- Personalised
- Despatched
- Handed Over
- Confiscated
- Suspended
- Withdrawn
- Surrendered

- Lost
- Stolen
- Malfunctioning
- Expired
- Replaced
- Renewed
- InExchnage
- Exchanged

One of the status 'Approved', 'Personalised', 'Despatched' and 'Handed Over' is mandatory to use.

ALTERNATIVE APPROACH

In some circumstances e.g. technical reasons, it is an alternative approach to not use the status 'Application'.

A full list of card status and their definitions is attached as an Annex to this document.

WORKSHOP CARD INFORMATION TO EU COMMISSION

MANDATORY REQUIREMENT

148. A list of approved fitters and workshops and the workshop card numbers that have been issued to them must be forwarded to the EU Commission.

Article 12 Point 2 -.....'The competent authorities of each Member State shall maintain a register of the marks and electronic security data used and of approved workshop and fitter cards issued.

Article 12 Point 3 - "The competent authorities of the Member States shall forward to the Commission the list of approved fitters or workshops and the cards issued to them and shall forward to it copies of the marks and of the necessary information relating to the electronic security data used."

149. It is for MS to decide who within their country, provides this information to the EU Commission.

CARD VALIDITY PERIOD

MANDATORY REQUIREMENT

DRIVER CARD

150. Driver cards shall have a validity period of not more than 5-years.

Article 14 4(a) para 2 – For administrative purposes, the driver card may not be valid for more than five years.

WORKSHOP CARD

151. Workshop cards shall have a validity period of not more than one year.

Article 12 Point 1 Para 2 – The period of administrative validity of approved workshop and fitter cards shall not exceed one year.

CONTROL & COMPANY CARD

152. The Regulation does not specify a validity period for Control and Company cards.

BEST PRACTICE RECOMMENDATION

ALL CARD TYPES

153. The group recommended:

- Driver card – 5 year validity period³³
- Workshop card – 1 year validity period³⁴
- Control card – 2 year validity period

³³ Article 14 4(a) Para 2

³⁴ Article 12 Point 1 Para 2

- Company card – 5 year validity period

154. In most circumstances, a card could be issued before its start date. The card could not be used until the start date because the date recorded on the chip would not have been reached and the vehicle unit would recognise this.

155. A replacement card will have the existing validity period when the card is reissued, even if there is a very short validity period remaining on the card.

Annex 1B – VII Card Issuing

A tachograph card issued in Replacement of an existing tachograph card shall have the same card expiry date as the replaced one.

156. Expired cards need not be returned to the card issuing authority as:

- the expiry date will be recognised by the vehicle unit;
- Expired cards could not be used to record data.

157. There is nothing to prevent issuing a renewed card before the current card has expired (i.e. no issue over driver holding two cards) as:

- the Vehicle Unit recognises the card start date;
- Information cannot be written to the card before that date.

158. In fact, the Regulation requires that the card must be provided to the applicant in advance of its start date (see section on Turnaround Times).

159. For the different card types, the validity periods would be:

- First application – renewed period (e.g. 5 year for Driver card)
- Exchange – renewed period
- Renewal – renewed period
- Replacement – existing validity period

160. ‘Surrender’ markers could also be placed on the CIA database to indicate on the electronic record when a card has been handed in by a driver to his CIA before the card has expired i.e. because he no longer requires it. This would show the card as invalid upon enquiry.

161. On all card types the card face, chip and certificate must have an expiry date. There is no commencement of validity date in the certificate on the chip.

CONTROL CARDS

162. Member States to consider common expiry date of Control cards:

- relatively small volumes
- more cost effective to renew in bulk

163. Some Member States (UK and Ireland) will have a 2-year validity period for the Control card.

COMPANY CARDS

164. Member States are invited to issue 5 years validity company cards as it might be difficult or impossible to justify the resulting additional costs to companies of a shorter validity period.

165. However, it is inevitable that Member States may have differing validity periods for Control and Company cards.

ALTERNATIVE APPROACH

166. Economic issues may require some Member States to have alternative validity periods.

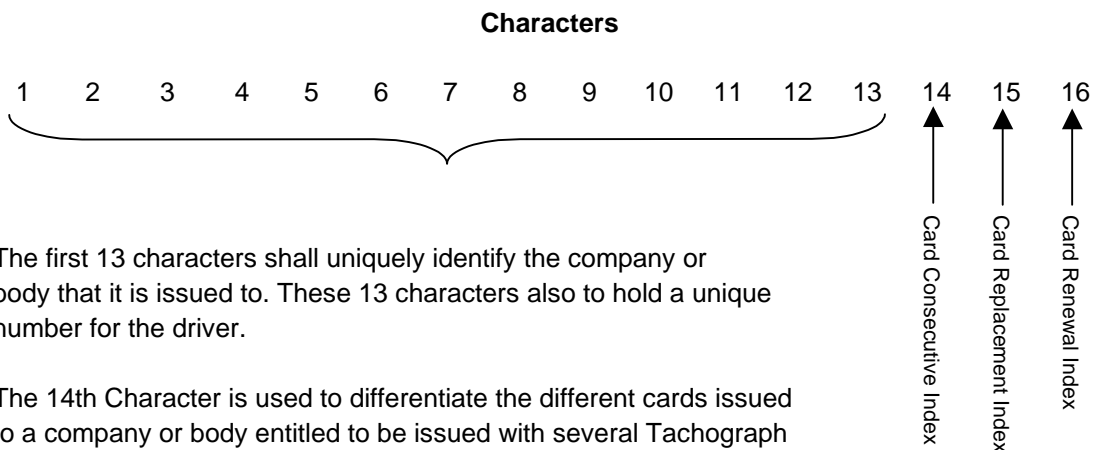
ASSIGNMENT OF CARD NUMBER

MANDATORY REQUIREMENT

ALL CARD TYPES

167. A 16-digit digital tachograph card number must be assigned automatically on every card issued. The number must be visibly displayed on the card itself and also on the chip. Digits 14, 15 and 16 to be set to zero on first issue of the card.

SMART TACHOGAPH CARD NUMBER SPECIFICATION



The first 13 characters shall uniquely identify the company or body that it is issued to. These 13 characters also to hold a unique number for the driver.

The 14th Character is used to differentiate the different cards issued to a company or body entitled to be issued with several Tachograph cards.

The 15th character is to be incremented each time a replacement Tachograph card is issued.

The 16th character is to be incremented each time a Tachograph card is renewed.

Card Number

Annex 1B - Definitions

Card Number - a 16 alphanumeric character number that uniquely identifies a tachograph card within a Member State. The card number includes a consecutive index (if applicable), a replacement index and a renewal index. A card is therefore uniquely identified by the code of the issuing Member State and the card number.

Annex 1B - Definitions

Card Consecutive Index – the 14th alpha numerical character of a card number that is used to differentiate the different cards issued to a company or body entitled to be issued several smart tachograph cards. The company of the body is uniquely identified by the 13 first characters of the card number.

Annex 1B – VII Card Issuing

The card number of the first issue of a tachograph card to an applicant shall have a consecutive index (if applicable) and a replacement index and a renewal index set to “0”.

Card Replacement Number

Annex 1B - Definitions

Card Replacement Index – the 15th alphanumerical character of a card number which is incremented each time a card is replaced.

Annex 1B – VII Card Issuing

A tachograph card issued in replacement of an existing tachograph card shall have the same card number as the replaced one except the replacement index which shall be raised by “1” (in the order 0, ..., 9, A..., Z) .

Article 14 point 4 (a) para 4 – When a new driver card is issued replacing the old, the new card shall bear the same driver card issue number but the index shall be increased by one. The issuing authority shall keep records of issued, stolen, lost or defective driver cards for a period at least equivalent to their period of administrative validity.

Article 12 Point 1 Para 4 – Where a new card is issued to replace an old one, the new card shall bear the same “workshop” information number, but the index shall be increased by one. The authority issuing the card shall maintain a register of lost, stolen or defective cards.

Card Renewal Number

Annex 1B - Definitions

Card Renewal Index – the 16th alpha numerical character of a card number which is incremented each time a card is renewed.

Annex 1B – VII Card Issuing

A tachograph card issued in Renewal of an existing tachograph card shall have the same card number as the renewed one except the replacement index which shall be reset to “0” and the renewal index which shall be raised by “1” (in the order 0, ..., 9, A, ..., Z).

Card Exchange Number

Annex 1B – VII Card Issuing

The exchange of an existing tachograph card, in order to modify administrative data, shall follow the rules of the renewal is within the same Member State, or the rules of a first issue if performed by another Member State

BEST PRACTICE RECOMMENDATION

DRIVER CARD

168. Some Member States may process a Replacement application as a Renewal if there is a short validity period remaining on the lost/stolen/malfunctioning card. The recommendation is that it be no more than 2 months. In these cases, the Renewal index will be incremented.

COMPANY CARD

169. Issues exist over the flexibility of the card index number. For example, the Card Consecutive Index, used to differentiate the different cards issued to a company entitled to several cards has an upper limit of 62.
170. The first 13 characters of the 16 alphanumeric number must be identical for one company in order to lock in/lock out and download data from the VU. The 14th character (consecutive index) is specified in Annex 1B as 0 - 9, a - z, A - Z restricting the number of cards issued to one company to 62.
171. The transport industry has confirmed that some companies will require more than 62 company cards. Task Force 1 put forward a suggestion to use the Replacement index to increase the number of cards that can be issued. Annex 1B states the replacement index is 0 - 9, A - Z which would increase the number of cards issued by 36.
172. This solution means the number of cards issued could be $62 \times 36 = 2232$.
173. Note: the UK Royal Mail service, Consignia, is likely to require the largest number of company cards. They have 5,000 operator licence vehicles based at 600 operating centres and say they would require 2 cards per centre = 1200. If cards were lost/stolen/malfunction but not returned the UK would simply issue the next index.

174. This proposal has been agreed by the EU Commission (Mr Hilbrecht letter dated 31 July 2003).

'BLACKLIST' DETAILS

These details will not be in the form of a separate blacklist but will be part of the card issuing database.

BEST PRACTICE RECOMMENDATION

ALL CARD TYPES

175. Card issuing authorities must maintain records of cards which are:

- Lost
- Stolen
- Malfunctioning
- Withdrawn
- Suspended

DRIVER CARD

Article 14 point 4 (a) para 4 – When a driver card is issued replacing the old, the new card shall bear the same driver card issue number but the index shall be increased by one. The issuing authority shall keep records of issued, stolen, lost or defective driver cards for a period at least equivalent to their period of administrative validity.

WITHDRAWN/SUSPEND

176. If a card is withdrawn/suspended (confiscated ?) by an enforcer in another MS, the enforcer would send a message to the card issuing authority via Tachonet. The MS card issuing authority would then update the card status on the database record. (The card certificate would also need to be revoked). The card itself would be sent to the card issuing authority within that MS so that they could return it to the card issuing authority in the issuing MS.

- a **suspension** means that the card has been taken off from the driver for a certain period of time but remains legally valid. Concretely, the driver does not need to apply for another card. He has to wait for the investigation of the enforcer to be finished before possibly getting his driver card back.

- a withdrawal means that the card is permanently taken off the driver and should the driver want to get a new card, he will have to apply for it. The card withdrawn is therefore not valid anymore.

LOST/STOLEN

177. If a card which is reported lost/stolen is subsequently found, a message is required via Tachonet as to the status of the card. The driver would have been issued with a new card. The card will be returned to the card issuing authority in due course.

MALFUNCTIONING CARDS

178. All malfunctioning cards must be returned to the Card Issuing Authority, where possible.

???

179. Malfunctioning Cards whether returned to the CIA or not, shall be processed as Replacements.

WORKSHOP CARD

Article 12 Point 1 Para 4 – Where a new card is issued to replace an old one, the new card shall bear the same “workshop” information number, but the index shall be increased by one. The authority issuing the card shall maintain a register of lost, stolen or defective cards.

ALTERNATIVE APPROACH

DRIVER CARD

180. Member States need to agree their own policy/rules on how they deal with repeated requests for Replacement cards. One suggestion is that Control authorities be notified of repeated requests for Replacement cards.

181. The card issuing authority to record:

- whether the tachograph card being replaced was lost or stolen
- the date of the loss or theft

182. It is suggested that the driver be informed that enforcement action may be carried out.

Driver Card Suspension/Withdrawal

183. The regulation clearly defines the reasons why Member States Card issuing authorities will be authorised to suspend or to withdraw driver cards. The principle is that the driver card “*may not during its official period of validity, be withdrawn or suspended for whatever reason*” unless the competent authority of a Member State finds that:

- the card has been falsified, or
- the driver is using a card of which he is not the holder, or
- the card held has been obtained on the basis of false declarations and/or forged documents

*Article 14 4(c) - The driver card shall be personal. It may not, during its official period of validity, be withdrawn or suspended for whatever reason unless the competent authority of a Member State finds that the card has been falsified, or the driver is using a card of which he is not the holder, or that the card held has been obtained on the basis of false declarations and/or forged documents. If such suspension or withdrawal measures are taken by a Member State other than the Member State of issue, the former shall **return the card to the authorities of the Member State which issued it and shall indicate the reasons for returning it.***

WORKSHOP CARDS

184. A warning may need to be placed on Card Issuing Authority database records to prevent issue of cards i.e. where a Workshop fitter is not permitted to hold a card because he is no longer approved. Card Issuing authorities to agree this requirement with their approval authorities.

185. If a card is lost or stolen, the driver to notify the card issuing authority in his home Member State immediately for the information to be placed on the blacklist.

186. As cards can be withdrawn because of false declaration made by the applicant, copies of the drivers application needs to be held at the Card Issuing Authority.

CARD REPLACEMENT

MANDATORY REQUIREMENT

DRIVER CARD

187. A 'Replacement' is the issue of a smart tachograph card in replacement of an existing card which has been declared lost, stolen or malfunctioning and **has not been returned** to the Issuing Authority. However, Regulation (EC) n° 2135/98 states that malfunctioning cards be replaced, therefore ALL malfunctioning cards should be processed as Replacements³⁵. Replacement always implies a risk that two valid cards may co-exist.

NOTIFICATION OF LOSS/THEFT

188. If a card is stolen, the competent authority must be informed in the Member State where it was stolen.

Article 16 Point 3 Para 1 – If a driver card is damaged or if it malfunctions, the driver shall return it to the competent authority of the Member State in which he has his normal residence. Theft of the driver card shall be the subject of a formal declaration to the competent authorities of the state where the theft occurred.

189. If a card is lost or stolen, the driver to notify the card issuing authority in his home member State immediately for the information to be updated on the record.

Article 16 Point 3 Para 2 - Loss of the driver card must be reported in a formal declaration to the competent authorities of the state that issued it and to the competent authorities of the Member State of normal residence where they are different.

190. If a card is lost or stolen, the driver to apply within seven calendar days to the issuing authority. The Driver record to record the date the card was lost/stolen.

Article 15 Point 1 Para 4 – If the driver card is damaged, malfunctions or is lost or stolen, the driver shall apply with seven calendar days for its replacement to the competent authorities of the Member State in which he has his normal residence.

³⁵ 2135/98 Article 14 4(a)

191. The Driver may continue to drive up to a period of fifteen calendar days without a Driver card, or longer if it is necessary for the vehicle to return to its premises.

Article 16 Point 3 Para 3 – the driver may continue to drive without a driver card for a maximum period of fifteen calendar days or for a longer period if this is necessary for the vehicle to return to its premises, provided he can prove the impossibility of producing or using the card during this period.

PROCESS TIME FOR REPLACEMENT ISSUE

192. The Driver must apply to his Card Issuing Authority for a replacement within seven calendar days of it being lost/stolen.

What if the driver does not apply for a replacement card within the deadlines?

Article 15 Point 1 Para 4 states ‘If the driver card is damaged, malfunctions or is lost or stolen, the driver shall apply within seven calendar days for its replacement to the competent authorities of the Member State in which he has his normal residence.

193. The Driver may continue to drive for a maximum period of fifteen days without a Driver card, or for longer if it is necessary for the vehicle to return to its premises provided he can prove the impossibility of producing or using the card during this period.

Will the request for a replacement card be accessible via TACHOnet?

194. Member States must supply a Replacement Driver card within 5 working days of receiving an application.

Article 14 Point 4 (a) Para 5 - “If the driver card is damaged, malfunctions or is lost or stolen, the authority shall supply a replacement card within five working days of receiving a detailed request to that effect”:

What if the card is not issued in time?

BEST PRACTICE RECOMMENDATION

DRIVER CARD

195. Process times are based on the application being valid:

- that the Driver has supplied all the necessary details, including fee.
- The applicant holds a current valid driving licence.
- The relevant driving category entitlement is held by the applicant

Article 14 Point 4 (b) Driver cards shall be issued only to applicants who are subject to the provisions of Regulation (EEC) 3820/85

How long will an application remain pending?

WORKSHOP CARD

196. Member States must supply a Replacement Workshop card within 5 working days of receiving an application. A PIN must also be issued for Workshop cards.

What if the card is not issued in time?

Article 12 Point 1 Para 3 – “If a card issued to an approved workshop or fitter is to be extended, is damaged, malfunctions, is lost or is stolen, the authority shall supply a replacement card within five working days of receiving a request to that effect.

197. This would be based on the application being valid i.e. that the applicant has supplied all the necessary details and that he is entitled to the card (an authorised Workshop fitter card which is not on the Blacklist).

ALL CARDS

Replacement Validity Period

Annex 1B – V11 Card Issuing

A tachograph card issued in Replacement of an existing tachograph card shall have the same card expiry date as the replaced one.

198. Some Member States may process a Replacement application as a Renewal if there is a short validity period remaining on the lost/stolen/malfunctioning card. The recommendation is that it be no more than 2 months. In these cases, the Renewal index will be incremented.

Card replacement number

Annex 1B - Definitions

Card Replacement Index – the 15th alphanumerical character of a card number which is incremented each time a card is replaced.

Annex 1B – VII Card Issuing

A tachograph card issued in replacement of an existing tachograph card shall have the same card number as the replaced one except the replacement index which shall be raised by “1” (in the order 0, ..., 9, ..., Z) .

Article 14 point 4 (a) para 4 – When a new driver card is issued replacing the old, the new card shall bear the same driver card issue number but the index shall be increased by one. The issuing authority shall keep records of issued, stolen, lost or defective driver cards for a period at least equivalent to their period of administrative validity.

Article 12 Point 1 Para 4 – Where a new card is issued to replace an old one, the new card shall bear the same “workshop” information number, but the index shall be increased by one. The authority issuing the card shall maintain a register of lost, stolen or defective cards.

DRIVER CARD

Foreign licence holder replacement request

199. If an applicant has moved to another Member State and requests a Replacement Driver card, the following rules apply:

Article 14 4 (e) para 4 – Where a Member State replaces or exchanges a driver card, the replacement or exchange, and any subsequent replacement or renewal, shall be registered in the Member State.

Article 16 Point 3 Para 4 – Where the authorities of the Member State in which the driver has his normal residence are different from those which issued his card and where the latter are requested to renew, replace or exchange the driver card, they shall inform the authorities which issued the old card of the precise reasons for its renewal, replacement or exchange.

200. Malfunctioning cards **should always** be returned where possible (???)

201. It is suggested that an application form for a Replacement card should include:

- Notification of whether card lost or stolen
- Date of loss or theft
- Declaration by applicant that if the card is found it will be returned to the issuing authority.
- Declaration to the competent authority where the card was stolen (or lost)?

Monitoring of Replacement Requests

202. It is recommended that Control authorities be notified of repeated requests for Replacement cards. Member States to agree their own rules on the level at which this should be set (how many requests within a certain time period).
203. The card issuing authority to record (even if the card being replaced has expired):
- whether the tachograph card being replaced was lost or stolen
 - the date of the loss or theft
204. Some Member States may arrange for Replacement cards to be collected in person by the applicant. The applicant would have to prove their identity and sign a form to declare they have collected the card. The signed declaration could then be held on the MS card issuing authority database as proof of collection. This would deter applicants from applying for Replacement cards unnecessarily.
205. The group agreed that MS must ensure the Driver is clearly advised on the procedures for reporting theft/loss of a Driver card. The Regulation states that theft must be reported in the MS where it occurs. The Driver must make a declaration to the Police and where possible he should obtain proof that he has reported theft to the Police. However, the view is that there will be instances where the Driver is unlikely to do so because of the inconvenience it may cause him e.g. deviating from a journey etc - he may simply say it is lost. In either case, the driver should inform his Card Issuing Authority immediately. The issuing authority must ensure procedures are in place i.e. the driver is provided with a contact point, that he is able to notify at any time etc.
206. The Working Group agrees that malfunctioning cards should **always** be returned to the issuing authority before a Replacement card is issued.
- ???
207. Where a person moves to another Member State and requests a 'Replacement' card, the application will be processed as a 'First Issue'. However, the issuing Member State must ensure that the previous Member State records that the original card has been lost/stolen.

CARD STATUS & DEFINITIONS

Application (Mandatory)

Card Issuing Authority (CIA) has received an application to issue a driver card. This information has been registered and stored in the database with the generated search keys.

Approved (Optional)

CIA has approved the application for the tachograph card.

Rejected (Optional)

The CIA did not approve the application.

Personalised (Optional)

The tachograph card has been personalised

Despatched (Optional)

Member State authority has despatched the driver card to the relevant driver or delivering agency.

Handed Over (Optional)

Member State authority has handed over the driver card to the relevant driver.

Confiscated

The driver card has been taken from the driver by the competent authority.

Suspended

The driver card has been taken temporarily from the driver.

Withdrawn

CIA has decided to withdraw the driver card. The card has been permanently invalidated.

Surrendered

The tachograph card has been returned to the CIA, and declared no longer needed.

Lost

The tachograph card has been declared lost to the CIA.

Stolen

The tachograph card has been reported stolen to the CIA.

A stolen card is considered lost.

Malfunctioning

The tachograph card has been reported malfunctioned to the CIA.

Expired

The period of validity of the tachograph card has expired.

Replaced

The tachograph card, which has been reported lost, stolen or malfunctioned, has been replaced by a new card. The data on the new card is the same, with the exception of the card number replacement index, which has been increased by one.

Renewed

The tachograph card has been renewed because of change of administrative data or the validity period coming to an end. The card number of the new card is the same, with the exception of the card number renewal index, which has been increased by one.

In Exchange.

CIA has received an application to exchange renew or replace a driver card, issued by another MS. A report has been sent to the CIA in the MS that issued the card. This CIA has registered that a procedure to exchange the card has started.

Exchanged

CIA has issued a driver card in exchange of a driver card issued by another MS. A report has been sent to the CIA in the MS that issued the exchanged card. This CIA has registered that the card has been exchanged.

Note: Of status 'Approved', 'Personalised', 'Despatched' and 'Handed Over', the use of one is mandatory

ANNEX B

Possible replies from TACHOnet search when hits found						
Nr .	First name search key	Last name search key	Date of birth	Place of birth	Driving licence no.	Issue card?
1	N	N	N			Y
2	N	N	Y			Y
3	N	Y	N			Y
4	N	Y	Y			Y
5	Y	N	N			Y
6	Y	N	Y			Y
7	Y	Y	N			Y
8	Y	Y	Y			N
9	N	N	N	N		Y
10	N	N	Y	N		Y
11	N	Y	N	N		Y
12	N	Y	Y	N		Y
13	Y	N	N	N		Y
14	Y	N	Y	N		Y
15	Y	Y	N	N		Y
16	Y	Y	Y	N		?
17	N	N	N	Y		Y
18	N	N	Y	Y		Y
19	N	Y	N	Y		Y
20	N	Y	Y	Y		Y
21	Y	N	N	Y		Y
22	Y	N	Y	Y		Y
23	Y	Y	N	Y		Y
24	Y	Y	Y	Y		N
25	N	N	N		N	Y
26	N	N	Y		N	Y
27	N	Y	N		N	Y
28	N	Y	Y		N	Y
Nr .	First name search key	Last name search key	Date of birth	Place of birth	Driving licence no.	Issue card?
29	Y	N	N		N	Y
30	Y	N	Y		N	Y
31	Y	Y	N		N	Y
32	Y	Y	Y		N	?
33	N	N	N		Y	N
34	N	N	Y		Y	N

35	N	Y	N		Y	N
36	N	Y	Y		Y	N
37	Y	N	N		Y	N
38	Y	N	Y		Y	N
39	Y	Y	N		Y	N
40	Y	Y	Y		Y	N
41	N	N	N	N	N	Y
42	N	N	Y	N	N	Y
43	N	Y	N	N	N	Y
44	N	Y	Y	N	N	Y
45	Y	N	N	N	N	Y
46	Y	N	Y	N	N	Y
47	Y	Y	N	N	N	Y
48	Y	Y	Y	N	N	?
49	N	N	N	Y	N	Y
50	N	N	Y	Y	N	Y
51	N	Y	N	Y	N	Y
52	N	Y	Y	Y	N	Y
53	Y	N	N	Y	N	Y
54	Y	N	Y	Y	N	Y
55	Y	Y	N	Y	N	Y
56	Y	Y	Y	Y	N	?
57	N	N	N	N	Y	N
58	N	N	Y	N	Y	N
Nr	First name search key	Last name search key	Date of birth	Place of birth	Driving licence no.	Issue card?
59	N	Y	N	N	Y	N
60	N	Y	Y	N	Y	N
61	Y	N	N	N	Y	N
62	Y	N	Y	N	Y	N
63	Y	Y	N	N	Y	N
64	Y	Y	Y	N	Y	N
65	N	N	N	Y	Y	N
66	N	N	Y	Y	Y	N
67	N	Y	N	Y	Y	N
68	N	Y	Y	Y	Y	N
69	Y	N	N	Y	Y	N
70	Y	N	Y	Y	Y	N
71	Y	Y	N	Y	Y	N
72	Y	Y	Y	Y	Y	N

Note: The column 'Issue Card' should not be taken as mandatory but is simply a guide. It is for Member States to decide whether they are comfortable with the decision to issue or not.

DIGITAL TACHOGRAPH MEMBER STATES WEBSITES

UK – www.digitaltachograph.gov.uk

AUSTRIA – www.digitaltacho.at