

## Jacob Gemma

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**From:** Finlay Sarah  
**Sent:** 06 November 2017 16:21  
**To:** [REDACTED]  
**Subject:** RE: Training Requirements  
**Attachments:** Copy of Licensing Inspection Manual V12 - 080217.pdf

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**From:** [REDACTED] [mailto:[REDACTED]@levc.com]  
**Sent:** 04 November 2017 06:55  
**To:** Finlay Sarah  
**Cc:** [REDACTED]; Moffat Alex (TPH); Hattersley, Trevor  
**Subject:** RE: Training Requirements

Hi Sarah,

Please accept my apologies for not getting back to you sooner.

Would it be possible for your inspectors to travel up to Coventry for the training? This is the only way I can guarantee product availability at this time.

How many inspectors need to be trained? I can take up to 8 per class, but I assume you would not want to send everyone at once.

Due to the demands of dealer training, the only days I have available are Fridays...

I could run a level 1 qualification with an intro to the TX on Friday 10<sup>th</sup> November. Alternatively, I also have 24<sup>th</sup> November, 8<sup>th</sup> December and 15<sup>th</sup> December available if that's too short notice.

I could also offer you two of these dates with a reduced number per class, so that you can keep things going while your staff are trained...

Costs are £225 per delegate (via up-front BACS transfer) which includes IMI certification.

With best regards,

[REDACTED]  
Technical Trainer

T [REDACTED] | M [REDACTED]



LEVC formerly known as the London Taxi Company

Li Close · Ansty Business Park · Coventry · CV7 9RF · United Kingdom

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**From:** Finlay Sarah [mailto:[REDACTED]@tfl.gov.uk]  
**Sent:** 03 November 2017 12:50  
**To:** [REDACTED]@levc.com>  
**Cc:** [REDACTED]@levc.com>; Moffat Alex (TPH) <[REDACTED]@tfl.gov.uk>  
**Subject:** FW: Training Requirements  
**Importance:** High

Hello [REDACTED]

Hope you are well. We are in the final stages of the CoF assessment for the TX model of taxi and should be ready to carry out the initial vehicle licencing inspection in the near future. Before we can do this, we would require our inspection staff to have completed the required training regarding safety etc. Can you advise where you are with the bespoke training programme you are developing?

Regards,

Sarah Finlay

Vehicle Policy Officer

Transport for London - London Taxi and Private Hire

3<sup>rd</sup> Floor – Green Zone 1 (3G2)

230 Blackfriars Road, London, SE1 8NW

Tel: [REDACTED] (Internal [REDACTED])

Mobile: [REDACTED]



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**From:** Finlay Sarah

**Sent:** 11 August 2017 10:59

**To:** [REDACTED]

**Subject:** RE: Training Requirements

Hello [REDACTED],

Thank you for this, I will check out the IMI level 1 courses, but if your putting together a course that will incorporate this and also be more specific to the new taxi it may be better for me to wait to hear back from you. If you require any further information, please do not hesitate to contact me.

Regards,

Sarah Finlay

Vehicle Policy Officer

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**From:** [REDACTED] [[mailto:\[REDACTED\]@london-taxis.co.uk](mailto:[REDACTED]@london-taxis.co.uk)]

**Sent:** 11 August 2017 10:06

**To:** Finlay Sarah

**Subject:** RE: Training Requirements

Thanks Sarah,

There is a commercially available IMI qualification for electric vehicle awareness (IMI Level I) that would cover the safety aspects but as this is generic it wouldn't be specific to the TX.

What I'm putting together includes this but also the basics of the diagnostic equipment and so forth.

I'll liaise with our technical team regarding the accident repair items and get back to you – it looks like we would need to tailor something for your specific needs...

With best regards,

[REDACTED]

Technical Trainer

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**From:** Finlay Sarah [mailto:[REDACTED]@tfl.gov.uk]

**Sent:** 11 August 2017 09:32

**To:** [REDACTED]@london-taxis.co.uk>

**Subject:** RE: Training Requirements

Hello [REDACTED],

Thank you for your email.

NSL inspectors:

- carry out interior checks for compliance
- carry out exterior checks for compliance
- carry out underside of vehicle checks for compliance (via ramp)
- rolling road checks for meter compliance
- MOT criteria testing
- do not carry out repairs to vehicles

Compliance Officers:

- carry out interior checks for compliance
- carry out exterior checks for compliance
- carry out underside of vehicle checks for compliance (via ramp and on road)
- do not carry out repairs to vehicles

Main aim is to ensure all inspectors are aware of the safe workings of the taxi as they are required to drive the vehicle into and out of the inspection centre and on to ramps. They would be required to know any safety implications and action to take in the event of an emergency, etc.

Alastair mentioned that there are specific measuring points to ascertain whether a vehicle has been involved in an RTA and whether repairs have been carried out correctly. I would be grateful if you could provide me with information/training regarding this and details of any special tools that may be required. Look forward to hearing from you soon.

Regards,

Sarah Finlay

Vehicle Policy Officer

Transport for London - London Taxi and Private Hire

3<sup>rd</sup> Floor – Green Zone 1 (3G2)

230 Blackfriars Road, London, SE1 8NW

Tel: [REDACTED] (Internal [REDACTED])

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**From:** [REDACTED] [mailto:[REDACTED]@london-taxis.co.uk]

**Sent:** 11 August 2017 08:58

**To:** Finlay Sarah

**Subject:** Training Requirements

Good morning Sarah,

I have been asked to contact you with regards to your query regarding training.

In order to better understand the requirements, I would need to have a better understanding of what kind of activities are carried out by the inspectors on the vehicles.

Would it be possible for you to provide me a break down of this?

With best regards,


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