

Technical part

1.1 Vehicle identification

2.1 Compliance with approved standards

3.1 Pre-delivery inspection

1.1 Vehicle identification

	What the NZTA expects of you	How the NZTA will assess your performance
1.1.1	<p>Correct technical decisions</p> <p>You correctly identify all vehicles before inspecting and certifying them. The identification numbers of the vehicles you certify are valid and match the vehicle identification numbers in your records and the identification numbers you enter into the NZTA computer system. You correctly determine whether the vehicle identification complies with all NZTA requirements, taking into account technical information provided by the NZTA such as the <i>VIRM: Entry certification (new light vehicles)</i>.</p>	<p>The NZTA will:</p> <ul style="list-style-type: none"> ▪ talk to you ▪ observe you at work ▪ inspect the repairs or modifications to the vehicles which you have certified ▪ inspect inspection and certification documents you use and complete.
1.1.2	<p>Technical competence</p> <p>You are competent in all technical aspects relating to vehicle identification. This means you are competent in:</p> <ul style="list-style-type: none"> ▪ the assessment of vehicle identification ▪ the NZTA requirements (including <i>VIRM</i> requirements) relating to vehicle identification and the assessment of vehicle identification ▪ the use of technical repair instructions ▪ NZTA guidelines relating to vehicle identification. 	<p>The NZTA will:</p> <ul style="list-style-type: none"> ▪ talk to you ▪ ask questions to check your competence relating to vehicle identification and the assessment of modifications to vehicle identification ▪ observe you at work ▪ inspect your <i>Training record</i>. <p>The NZTA may administer a short test on vehicle identification and the assessment of vehicle identification.</p>
1.1.3	<p>Technical equipment</p> <p>No specialist equipment is required.</p>	<p>Not applicable.</p>

1.1 Vehicle identification

Score	0	1
1.1.1	Correct technical decisions You do not thoroughly inspect all evidence of vehicle identity or correctly determine whether it complies with all NZTA requirements. The area of non-compliance is significant . For example: <ul style="list-style-type: none"> a vehicle identification number has not been read from the VIN plate, or a vehicle's VIN or chassis number is missing. 	You do not thoroughly inspect all evidence of vehicle identity or correctly determine whether it complies with all NZTA requirements. The area of non-compliance is somewhat important . For example: <ul style="list-style-type: none"> You more regularly incorrectly record a VIN number
1.1.2	Technical competence You demonstrate: <ul style="list-style-type: none"> little or no competence in the technical aspects relating to vehicle identification. This means there are significant gaps in your knowledge of, or skills in: <ul style="list-style-type: none"> the assessment of vehicle identification, or the NZTA requirements (including <i>VIRM</i> requirements) relating to vehicle identification, or NZTA guidelines relating to vehicle identification the decoding of VIN numbers. 	You demonstrate: <ul style="list-style-type: none"> some competence in the technical aspects relating to vehicle identification. This means there are some gaps in your knowledge of, or skills in: <ul style="list-style-type: none"> the assessment of vehicle identification, or the NZTA requirements (including <i>VIRM</i> requirements) relating to vehicle identification, or NZTA guidelines relating to vehicle identification the decoding of VIN numbers.
1.1.3	Technical equipment Not applicable.	Not applicable.

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<p>You do not thoroughly inspect all evidence of vehicle identity or correctly determine whether it complies with all NZTA requirements.</p> <p>The area of non-compliance is minor.</p> <p>For example:</p> <ul style="list-style-type: none"> You occasionally incorrectly record a VIN number. 	<p>You thoroughly inspect vehicle identity and correctly determine whether complies with NZTA requirements including:</p> <ul style="list-style-type: none"> how you record which vehicles are ordered how you identify which vehicles arrive in New Zealand how and where your vehicles are stored and then distributed how your dealers identify the vehicle they receive.
<p>You demonstrate:</p> <ul style="list-style-type: none"> Adequate competence in the technical aspects relating to vehicle identification. <p>This means there are minor gaps in your knowledge of, or skills in:</p> <ul style="list-style-type: none"> the assessment of vehicle identification, or the NZTA requirements (including <i>VIRM</i> requirements) relating to vehicle identification, or NZTA guidelines relating to vehicle identification the decoding of VIN numbers. 	<p>You can demonstrate comprehensive competence in the technical aspects relating to vehicle identification, including their compliance with Land Transport Rules.</p> <p>This means you can demonstrate comprehensive knowledge of, and skills in:</p> <ul style="list-style-type: none"> the assessment of vehicle identification, and the NZTA requirements (including <i>VIRM</i> requirements) relating to vehicle identification, and NZTA guidelines relating to vehicle identification the decoding of VIN numbers.
Not applicable.	Not applicable.

2.1 Compliance with approved standards

	What the NZTA expects of you	How the NZTA will assess your performance
2.1.1	<p>Correct technical decisions</p> <p>You thoroughly inspect all documents or vehicles and correctly determine that they comply with all NZTA requirements, taking into account technical information provided by the NZTA such as the <i>VIRM: Entry certification (new light vehicles)</i>.</p> <p>Inspection and certification staff consistently and correctly certify components, systems and vehicles for standards compliance.</p>	<p>The NZTA will:</p> <ul style="list-style-type: none"> ▪ talk to you ▪ observe you at work ▪ inspect the vehicles and components which you have certified ▪ inspect inspection and certification documents you use and complete ▪ inspect information that staff enter into the NZTA's computer system.
2.1.2	<p>Technical competence</p> <p>You are competent in all technical aspects relating to vehicle standards compliance. This means you are competent in:</p> <ul style="list-style-type: none"> ▪ identifying the standards that apply to particular vehicle classes ▪ identifying the standards that apply to vehicles of different manufacturing dates. 	<p>The NZTA will:</p> <ul style="list-style-type: none"> ▪ talk to you ▪ ask questions to check your competence relating to compliance with approved standards ▪ observe you at work ▪ inspect the vehicles and components which you have certified ▪ inspect your <i>Training record</i>. <p>The NZTA may administer a short test on vehicle standards compliance and the assessment of vehicle standards compliance.</p>
2.1.3	<p>Technical equipment</p> <p>No specialist equipment is required.</p>	Not applicable.

2.1 Compliance with approved standards

Score	0	1
2.1.1	Correct technical decisions	
	<p>You do not thoroughly inspect all documents or vehicles to correctly determine whether they comply with all NZTA requirements.</p> <p>You commonly make errors in the certification of components, systems and vehicles for compliance with approved standards.</p> <p>The area of non-compliance is likely to compromise the outcome of the safety of vehicle occupants or other road users.</p> <p>You are not able to supply any evidence of compliance.</p>	<p>You do not thoroughly inspect all documents or vehicles to correctly determine whether they comply with all NZTA requirements.</p> <p>You sometimes make errors in the certification of components, systems and vehicles for compliance with approved standards.</p> <p>The area of non-compliance may compromise the safety of vehicle occupants or other road users.</p> <p>You find it difficult to obtain statements of compliance or further evidence of compliance.</p>
2.1.2	Technical competence	
	<p>You demonstrate:</p> <ul style="list-style-type: none"> • little or no competence in the technical aspects relating to standards compliance, or • a level of competence that is likely to compromise the safety of vehicle occupants or other road users. <p>This means there are significant gaps in your knowledge of, or skills in:</p> <ul style="list-style-type: none"> • identifying the standards that apply to particular vehicle classes, or • identifying the standards that apply to vehicles of different manufacturing dates, or • identifying vehicle classes, or • using statements of compliance. 	<p>You demonstrate:</p> <ul style="list-style-type: none"> • some competence in the technical aspects relating to standards compliance, or • a level of competence that may compromise the safety of vehicle occupants or other road users. <p>This means there are some gaps in your knowledge of, or skills in:</p> <ul style="list-style-type: none"> • identifying the standards that apply to particular vehicle classes, or • identifying the standards that apply to vehicles of different manufacturing dates, or • identifying vehicle classes, or • using statements of compliance.
2.1.3	Technical equipment	
	Not applicable.	Not applicable.



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<p>You do not thoroughly inspect all documents or vehicles to correctly determine whether they comply with all NZTA requirements.</p> <p>You rarely make errors in the certification of components, systems and vehicles for standards compliance.</p> <p>The area of non-compliance is unlikely to compromise the safety of vehicle occupants or other road users.</p> <p>You don't keep statements of compliance but can obtain them if required.</p> <p>You can obtain further evidence of compliance, if required, but not in a timely manner.</p>	<p>You thoroughly inspect all documents and vehicles to correctly determine whether they comply with all NZTA requirements.</p> <p>You consistently and correctly certify components, systems and vehicles for standards compliance.</p> <p>You have or can access statements of compliance for all vehicles and models.</p> <p>You can, in a timely manner, obtain further evidence of compliance (such as test certificates) if required by the NZTA.</p>
<p>You demonstrate:</p> <ul style="list-style-type: none"> ▪ adequate competence in the technical aspects relating to standards compliance, or ▪ a level of competence that is unlikely to compromise the safety of vehicle occupants or other road users. <p>This means there are minor gaps in your knowledge of, or skills in:</p> <ul style="list-style-type: none"> ▪ identifying the standards that apply to particular vehicle classes, or ▪ identifying the standards that apply to vehicles of different manufacturing dates, or ▪ identifying vehicle classes, or ▪ using statements of compliance. 	<p>You can demonstrate comprehensive competence in the technical aspects relating to standards compliance, including their compliance with Land Transport Rules.</p> <p>This means you can demonstrate comprehensive knowledge of, and skills in:</p> <ul style="list-style-type: none"> ▪ identifying the standards that apply to particular vehicle classes ▪ identifying the standards that apply to vehicles of different manufacturing dates ▪ identifying vehicle classes correctly ▪ correct use and understanding of statements of compliance. <p>Note ADR approval numbers can be verified using http://rvcs-prodweb.dot.gov.au/</p>
Not applicable.	Not applicable.

3 Pre-delivery inspection

Requirements

3.1 Pre-delivery inspection

	What the NZTA expects of you	How the NZTA will assess your performance
3.1.1	<p>Correct technical decisions</p> <p>You thoroughly inspect all safety-related components and systems within the manufacturer's pre-delivery inspection requirements and correctly determine whether they comply with all NZTA requirements, taking into account all technical information including that provided by the NZTA such as the <i>VIRM: Entry certification (new light vehicles)</i>.</p>	<p>The NZTA will:</p> <ul style="list-style-type: none"> ▪ talk to you ▪ observe you at work ▪ inspect vehicles and components which you have certified ▪ inspect certification documents you use and complete ▪ inspect information you enter into the NZTA computer system.
3.1.2	<p>Technical competence</p> <p>You are competent in all technical aspects relating to safety-related components and systems within the manufacturer's pre-delivery inspection requirements. This means you are competent in:</p> <ul style="list-style-type: none"> ▪ the assessment of safety-related components and systems ▪ NZTA requirements and guidelines (including <i>VIRM</i> requirements) relating to safety-related components and systems ▪ the safety-related parts of the vehicle manufacturer's pre-delivery inspection requirements ▪ the operation of the equipment used for safety-related parts of the pre-delivery inspection. 	<p>The NZTA will:</p> <ul style="list-style-type: none"> ▪ talk to you ▪ ask questions to check your competence relating to safety-related components and systems within the manufacturer's pre-delivery inspection requirements ▪ observe you at work ▪ inspect vehicles and components which you have certified ▪ inspect your <i>Training record</i>. <p>The NZTA may administer a short test on pre-delivery inspection requirements and the assessment of pre-delivery inspection requirements.</p>
3.1.3	<p>Technical equipment</p> <p>The equipment required to carry out the safety-related parts of the manufacturer's pre-delivery inspections is in good condition and working order.</p>	<p>The NZTA will inspect your technical equipment.</p>

3 Pre-delivery inspection

Scores

Score	0	1
3.1.1	<p>Correct technical decisions</p> <p>You do not thoroughly inspect all safety-related components and systems within the manufacturer's pre-delivery inspection requirements and correctly determine whether they comply with all NZTA requirements.</p> <p>You commonly make errors in the inspection of such components and systems.</p> <p>The area of non-compliance is likely to compromise the safety of vehicle occupants or other road users.</p>	<p>You do not thoroughly inspect all safety-related components and systems within the manufacturer's pre-delivery inspection requirements and correctly determine whether they comply with all NZTA requirements.</p> <p>You sometimes make errors in the inspection of such components and systems.</p> <p>The area of non-compliance may compromise the safety of vehicle occupants or other road users.</p>
3.1.2	<p>Technical competence</p> <p>You demonstrate:</p> <ul style="list-style-type: none"> • little or no competence in the technical aspects relating to safety-related aspects of pre-delivery inspections, or • a level of competence that is likely to compromise the safety of vehicle occupants or other road users. <p>This means there are significant gaps in your knowledge of, or skills in:</p> <ul style="list-style-type: none"> • the assessment of safety-related components and systems, or • the NZTA requirements and guidelines (including <i>VIRM</i> requirements) relating to safety-related components and systems, or • the safety-related parts of the vehicle manufacturer's pre-delivery inspection requirements, or • the operation of the equipment you use for assessing safety-related parts of the pre-delivery inspection. 	<p>You demonstrate:</p> <ul style="list-style-type: none"> • some competence in the technical aspects relating to safety-related aspects of pre-delivery inspections, or • a level of competence that may compromise the safety of vehicle occupants or other road users. <p>This means there are some gaps in your knowledge of, or skills in:</p> <ul style="list-style-type: none"> • the assessment of safety-related components and systems, or • the NZTA requirements and guidelines (including <i>VIRM</i> requirements) relating to safety-related components and systems, or • the safety-related parts of the vehicle manufacturer's pre-delivery inspection requirements, or • the operation of the equipment you use for assessing safety-related parts of the pre-delivery inspection.
3.1.3	<p>Technical equipment</p> <p>Not all of the equipment required to carry out the safety-related parts of the manufacturer's pre-delivery inspections is available. Where equipment is available, some or all of it is not in working order.</p> <p>You do not keep any calibration or equipment records.</p>	<p>All the equipment required to carry out the safety-related parts of the manufacturer's pre-delivery inspections is available and in working order, but some or all of it is in poor condition.</p> <p>All required calibration and equipment records are sometimes up to date.</p>



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<p>You do not thoroughly inspect all safety-related components and systems within the manufacturer's pre-delivery inspection requirements and correctly determine whether they comply with all NZTA requirements.</p> <p>You occasionally make errors in the inspection of such components and systems.</p> <p>The area of non-compliance is unlikely to compromise the safety of vehicle occupants or other road users.</p>	<p>You thoroughly inspect all safety-related components and systems within the manufacturer's pre-delivery inspection requirements and correctly determine whether they comply with all NZTA requirements.</p> <p>You consistently and correctly inspect such components and systems.</p>
<p>You demonstrate:</p> <ul style="list-style-type: none">▪ adequate competence in the technical aspects relating to safety-related aspects of pre-delivery inspections, or▪ a level of competence that is unlikely to compromise the safety of vehicle occupants or other road users. <p>This means there are minor gaps in your knowledge of, or skills in:</p> <ul style="list-style-type: none">▪ the assessment of safety-related components and systems, or▪ the NZTA requirements and guidelines (including <i>VIRM</i> requirements) relating to safety-related components and systems, or▪ the safety-related parts of the vehicle manufacturer's pre-delivery inspection requirements, or▪ the operation of the equipment you use for assessing safety-related parts of the pre-delivery inspection.	<p>You can demonstrate comprehensive competence in the technical aspects relating to safety-related aspects of pre-delivery inspections, including their compliance with Land Transport Rules.</p> <p>This means you can demonstrate comprehensive knowledge of, and skills in:</p> <ul style="list-style-type: none">▪ the assessment of safety-related components and systems, or▪ the NZTA requirements and guidelines (including <i>VIRM</i> requirements) relating to safety-related components and systems, or▪ the safety-related parts of the vehicle manufacturer's pre-delivery inspection requirements, or▪ the operation of the equipment you use for assessing safety-related parts of the pre-delivery inspection.
<p>All the equipment required to carry out the safety-related parts of the manufacturer's pre-delivery inspections is available, in working order and in at least adequate condition.</p> <p>All required calibration and equipment records are usually up to date.</p>	<p>All the equipment required to carry out the safety-related parts of the manufacturer's pre-delivery inspections is available, in good condition, in sufficient numbers, calibrated (if required) and in working order.</p> <p>An up-to-date record of all calibration results should be held for all equipment that requires calibrating.</p>

