

Pass recheck WoF online

Helpful tips

- You can only enter a pass recheck on the same day that the vehicle was inspected.
- If the vehicle fails and the vehicle is taken away by the owner, enter the inspection as a fail.

Troubleshooter

- For problems with your PC, contact your PC supplier.
- For problems with your internet connection, contact your internet provider.
- For problems with the NZ Transport Agency VPN client, or with the WoF online program, call our contact centre on 0800 804 580.

For expert users only

A pass recheck is a fast-track method of recording a pass for a vehicle that failed its initial inspection on the same day. The details can only be entered in WoF online's Express mode.

Log in to WoF online

Pass recheck 1 2

To record a pass recheck:

- enter your AVIC ID
- enter your password
- click on the **Log On Express** button
(note: a pass recheck can only be entered in the Express mode).

- Enter your inspector ID.
- Enter the vehicle's plate number, the last 6 characters of the VIN/chassis number and the current odometer reading (motorised vehicles only).
- Click on the appropriate boxes under Failure Reasons.
- Then click on **Pass Recheck**.

Pass recheck recorded 1 2

This screen confirms that the fail inspection and the pass inspection have both been recorded.

- Write down the authorisation number.
- You can add up to 14 days of an unused portion of the old WoF to the new expiry date by clicking on **Change Inspection**.

Incorrect details 1 2

This screen is shown only if the vehicle details differ. To fix this:

- enter the correct details
- then click on **Pass Recheck**.

To change details on a pass inspection

- Click on **Change Inspection**.
- Change the necessary details.
- Then click on **Confirm**.

To change details on a fail inspection

- Delete 'Pass'.
- Click on **Change Inspection**.
- Change the necessary details.
- Click on **Confirm**.
- Then click on **Pass** to re-enter the pass inspection.

To delete a Pass Recheck

Delete the pass inspection:

- click on **Delete Inspection**, confirm the details and then click on **Confirm**
- then click on **Finish** to return to the Express Inspection screen.

Then follow the above instructions again to delete the fail inspection.