

# SITE REQUIREMENTS CHECKLIST

## ENTRY-LEVEL CERTIFICATION: HEAVY MOTOR VEHICLES

The following requirements are referenced in the conditions of appointment as a Waka Kotahi NZ Transport Agency approved site for entry-level certification of used light vehicles.

### REQUESTED AUTHORITY

MD3, MD4, ME, NB, NC, TC, TD

### SITE DETAILS

Site ID (if applicable)

Trading name (if applicable)

Full legal name (if different)

Inspecting site address

  

Business/company physical address (if different from inspecting site address)

  

Business/company postal address (if different from physical address)

  

### SITE DESIGN

Please attach with you application the following:

- Site plan or site sketch, AND  
 Photos of the site

#### Notes:

- Site plan must be included with application and must identify areas where structural and mechanical inspections are to be carried out.
- The applicant must note any requirements from the standards for hand held lighting on the site plan, and in these cases must use hand held lighting during inspections.

## PREMISES REQUIREMENTS

Inspecting organisations must:

- have premises and equipment that comply with all applicable requirements set out in this section
- continue to comply with all applicable requirements set out in this section
- maintain their premises and equipment in a good state of repair at all times
- have brake performance testing equipment calibrated at least every 12 months, or more frequently if required by the brake performance testing equipment manufacturer.

## MINIMUM ACCESS, EXIT AND TURNING CIRCLE SPECIFICATIONS

| SPECIFICATION  | VEHICLE CLASSES              | ACTUAL | WAKA KOTAHI CONFIRMED |
|--|------------------------------|--------|-----------------------|
|  | MD3, MD4, ME, NB, NC, TC, TD |        |                       |
| Minimum access and exit width  | <b>3.0m</b>                  |        |                       |
| Minimum access and exit height   | <b>4.5m</b>                  |        |                       |
| Minimum level approach to roller brake machine<br><i>(measured from the centre of the rollers)</i> | <b>19m</b>                   |        |                       |
| Minimum level exit from roller brake machine<br><i>(measured from the centre of the rollers)</i>   | <b>19m</b>                   |        |                       |
| Minimum turning radius   | <b>12.5m (Note 2)</b>        |        |                       |
| Marked turning circle diameter   | <b>25m (Note 3)</b>          |        |                       |
| <b>Note 1:</b> Reverse-off facilities must have a minimum level distance behind the brake rollers. |                              |        |                       |
| <b>Note 2:</b> 700mm clearance on each side of the 12.5m radius swept path for a B-train.          |                              |        |                       |
| <b>Note 3:</b> May be located within 5 km of inspection premises.                                  |                              |        |                       |

## MINIMUM DIMENSIONS

| SPECIFICATION          | VEHICLE CLASSES              | ACTUAL | WAKA KOTAHI CONFIRMED |
|------------------------|------------------------------|--------|-----------------------|
|                        | MD3, MD4, ME, NB, NC, TC, TD |        |                       |
| Inspection area width  | <b>5.0m</b> (see (c) below)  |        |                       |
| Inspection area height | <b>5.0m</b>                  |        |                       |
| Inspection area length | <b>23.0m</b> (see (g) below) |        |                       |

## OTHER REQUIREMENTS AND CONSIDERATIONS

- The inspection area must be situated within a building that has a roof, sides and doors made of permanent building materials.
- The inspection area must be clear of all structural and equipment intrusions apart from the vehicle hoist and roller brake machine.
- The inspection area width for vehicle classes MD3, MD4, ME, NB, NC, TC and TD may overlap any adjoining inspection area for the same vehicle class up to 1m along its length.
- The inspection area floor must be smooth concrete or tar seal.
- The ground must be even and level. That is, all vehicle combinations must remain stationary with all brakes released.
- There must be sufficient suitable lighting in the inspection area.
- The minimum inspection area length for vehicle classes MD3, MD4, ME, NB, NC, TC, TD may be reduced to 16m for drive-through premises.

## MINIMUM UNDER-BODY INSPECTION AREA SPECIFICATIONS

|                |        | VEHICLE CLASSES                   | ACTUAL | WAKA KOTAHI CONFIRMED |
|----------------|--------|-----------------------------------|--------|-----------------------|
|                |        | MD3, MD4, ME, NB, NC, TC, TD      |        |                       |
| Inspection pit | Width  | 0.8-1.0m                          |        |                       |
|                | Depth  | 1.3m                              |        |                       |
|                | Length | Side entry: 10m<br>End entry: 15m |        |                       |

## OTHER REQUIREMENTS AND CONSIDERATIONS

- The under-body inspection facility must be located and centrally aligned within the inspection area.
- The pit length is measured at the base of the pit and does not include any steps that may be located at the ends.
- There must be sufficient and suitable lighting provided for the underbody inspection (minimum 400lux).

## EQUIPMENT

| EQUIPMENT   | VEHICLE CLASSES              | ACTUAL     | WAKA KOTAHI CONFIRMED |
|---|------------------------------|------------|-----------------------|
|   | MD3, MD4, ME, NB, NC, TC, TD |            |                       |
| <b>Lamps</b>  |                              |            |                       |
| Commercial quality optical headlamp beamsetter  | ✓                            |            |                       |
| <b>Vision</b>   |                              |            |                       |
| Calibrated electronic light transmission measuring device<br><i>(This must be a lightmeter; a Waka Kotahi tint sample is not acceptable for entry-level inspection)</i>   | ✓                            |            |                       |
| <b>Brakes</b>   |                              |            |                       |
| Waka Kotahi – approved roller brake machine <i>(calibrated within the last 12 months)</i><br><b>Note:</b> Only brake testing equipment in <b>VIRM: In-service certification Introduction 5.7</b> is approved for entry inspection brake testing performance | ✓                            | Make/model |                       |
| Air gauge (minimum 1000kPa)   | ✓                            |            |                       |
| Fittings that enable the air gauge to be attached to a duomatic coupling  | ✓                            |            |                       |
| Stop watch  | ✓                            |            |                       |
| <b>Running gear</b>   |                              |            |                       |
| Inspection pit with in-pit jacks and or industrial quality trolley jack   | ✓                            |            |                       |
| <b>Tyres</b>  |                              |            |                       |
| Method of measuring tyre tread depth  | ✓                            |            |                       |
| <b>PSV only – door closing force</b>  |                              |            |                       |
| Test bar and spring force scale for checking power-operated door closing force (see in-service VIRM Technical bulletin (CoF) 5 Door test procedure: Compressed air- or vacuum-operated doors)   | ✓                            |            |                       |

| EQUIPMENT  | VEHICLE CLASSES              | ACTUAL | WAKA KOTAHI CONFIRMED |
|--|------------------------------|--------|-----------------------|
|  | MD3, MD4, ME, NB, NC, TC, TD |        |                       |
| Industrial quality hand held inspection lamp<br>(minimum 750 lux)  | ✓                            |        |                       |
| Leverage bar (steel or similar strength material) for steering and suspension  | ✓                            |        |                       |
| Leverage bar (steel or similar strength material) for ball-race turntables   | ✓                            |        |                       |
| Graduated tyre tread depth gauge   | ✓                            |        |                       |
| <b>Vehicle dimension</b>   |                              |        |                       |
| 25m measuring tape   | ✓                            |        |                       |
| <b>Tow connections</b>   |                              |        |                       |
| 40mm tow pin wear indicator gauge  | ✓                            |        |                       |
| 50mm tow pin wear indicator gauge  | ✓                            |        |                       |
| 40mm tow eye wear indicator gauge  | ✓                            |        |                       |
| 50mm tow eye wear indicator gauge  | ✓                            |        |                       |
| <b>VIN</b>   |                              |        |                       |
| Waka Kotahi-approved VIN embossing machine   | ✓                            |        |                       |
| Letter and number stamps   | ✓                            |        |                       |
| Glass etching equipment  | ✓                            |        |                       |
| Rivet gun  | ✓                            |        |                       |
| An instrument for analysing exhaust emissions as prescribed in the <b>VIRM Introduction: 7 Inspection premises and equipment: 1.6 Approved vehicle exhaust emissions testing equipment</b> | ✓                            |        |                       |
| <b>Lighting (see notes below)</b>  |                              |        |                       |
| Right side (centre of vehicle)   | ✓                            |        |                       |
| Left side (centre of vehicle)  | ✓                            |        |                       |
| Front (centre of vehicle)  | ✓                            |        |                       |
| Rear (centre of vehicle)   | ✓                            |        |                       |
| Underbody  | ✓                            |        |                       |
| Lighting during inspection, underbody, interior, engine and boot   | ✓                            |        |                       |

### AMBIENT LIGHTING (see notes below)

Ambient lighting is required for each hoist/pit area being used. Enter readings into the spaces provided.

| Location   | Min. lux | Hoist/pit 1 | Hoist/pit 2 | Hoist/pit 3 | Hoist/pit 4 |
|--|----------|-------------|-------------|-------------|-------------|
| Right side   | 500      |             |             |             |             |
| Left side  | 500      |             |             |             |             |
| Front  | 500      |             |             |             |             |
| Rear   | 500      |             |             |             |             |
| Underbody  | 400      |             |             |             |             |
| Lighting during inspection, underbody, interior, engine and boot | 750      |             |             |             |             |

**Note 1:** Inspection area lighting should conform to New Standard Code of Practice for Interior Lighting Design, NZS 6703:1984 or subsequent amendments. The code of practice establishes performance requirements for specific workplace lighting.

**Note 2:** Hand held lamp must be used when inspecting underbody, interior, engine and boot.

**Note 3:** Ambient lighting (ie not hand-held spotlights) of 500 lux (initial) is required at the middle of the vehicle at all four sides and 400 lux (initial) at the centre of the underbody. Lighting must be a minimum of 750 lux during the underbody, interior, engine and boot inspections of the vehicle. Hand-held lighting can be used to provide the required lighting level. Any requirements for hand-held lighting must be noted on the site plan. In these cases, vehicle inspectors must use hand-held lighting during inspections.

## COMPUTERS AND PRINTERS

Computer systems must be available on site when the site is open for certification. The computer equipment must be located and operated from a location where the public does not have access when staff are not present. All data entry must be carried out by staff. When not in use by staff, the Waka Kotahi computer system must not be accessible to any other person.

**WAKA KOTAHI  
CONFIRMED**

|   |  |
|---|--|
| Computer is on a secure network (Entry certification sites are required to be on a secure network.) |  |
| Computer capable of accessing LANDATA   |  |
| Certificate of loading printer and media  |  |

## APPROVED VEHICLE EXHAUST EMISSIONS TESTING EQUIPMENT

| Make/model | Serial number | Calibration date |
|------------|---------------|------------------|
|            |               |                  |

## CONTROLLED DOCUMENT STORAGE

Controlled documents (VIN equipment, WoF labels, VIN plates, checksheets) must be securely stored. The secure area must be kept locked outside of normal business hours and be protected from public access.

Do you have secure storage?  Yes  No

VIN embosser secured?  Yes  No

## INSPECTION STAFF

Inspectors must be approved by Waka Kotahi

|   | APPLICANT TO FILL IN | WAKA KOTAHI<br>CONFIRMED |
|---|----------------------|--------------------------|
| Do you have a currently authorised vehicle inspector?   |                      |                          |
| Will you be making a separate application to have someone tested and approved by Waka Kotahi? |                      |                          |

## INSPECTION INFORMATION

Inspecting Organisations are required to have access to current copies of the appropriate Waka Kotahi issued *Vehicle inspection requirements manual (VIRM)*, *Performance review system (PRS) manual* and *LATIS agents' manual*.

These are accessed via the website <http://vehicleinspection.nzta.govt.nz> and <https://agent.nzta.govt.nz/> (login required)

| MANUAL                                | WAKA KOTAHI<br>CONFIRMED |
|---------------------------------------|--------------------------|
| <i>VIRM: Entry certification</i>      |                          |
| <i>VIRM: In-service certification</i> |                          |
| <i>LATIS agents' manual</i>           |                          |

## COMPLIANCE WITH STATUTORY REQUIREMENTS

It is the applicant's responsibility to ensure that the inspection premises and equipment comply with:

- Health and Safety at Work requirements, and
- Any other relevant acts, regulations or local bylaws.

## DECLARATION

On behalf of this Inspecting Organisation, I declare that the proposed inspection site meets the requirements as indicated on this form.

Signature

Date

Name

Title

**ENSURE THIS FORM IS COMPLETED IN FULL AND ALL REQUIREMENTS ARE MET BEFORE THE APPLICATION FORM IS RETURNED TO THE PROVIDER LICENSING TEAM**

**Waka Kotahi use only**

**Overall result:**

Pass

Fail

Certification Officer's signature

Date

Name

Title

Notes, corrective actions required and recommendations

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