

WAKA KOTAHI NZ TRANSPORT AGENCY HEAVY ENTRY VEHICLE INSPECTOR CODE OF CONDUCT

INTRODUCTION

The primary purpose of Waka Kotahi NZ Transport Agency is to create transport solutions for a thriving New Zealand. Our role in improving New Zealand's land transport system includes planning and funding activities, supporting public transport, building the networks that connect communities and ensuring that the people and vehicles that use our transport system are safe.

The vehicle inspection and certification industry contributes to our goals by ensuring that *only vehicles that meet the published safety standards* are certified for use on New Zealand roads.

This Code of Conduct provides the minimum ethical and behavioural standards that are expected of vehicle inspectors appointed by Waka Kotahi to deliver heavy entry certification services.

No code can address every situation and therefore this Code is not a substitute for a Vehicle inspector's responsibility to exercise good judgement. Vehicle inspectors are encouraged to seek additional guidance as necessary.

Failure to comply with the Code is a breach of the conditions of appointment of inspectors and inspecting organisations. Any breach can be investigated by Waka Kotahi and ultimately result in a reprimand, warning or, in serious cases, suspension or revocation of the appointment of the inspectors and /or inspecting organisation.

PRINCIPLES OF THE CODE OF CONDUCT

HONESTY AND INTEGRITY

Vehicle inspectors must be truthful, open, accurate and honest in their dealings with others.

Vehicle Inspectors must perform vehicle inspections competently and with integrity. Integrity means consistently meeting one's obligations as a Vehicle Inspector and being accountable for those actions.

QUALITY OF INSPECTIONS

Vehicle Inspectors must maintain their professional inspection skills and performance capacities.

Vehicle Inspectors must comply with the *Vehicle inspection requirements manual (VIRM)* and other guidance provided by Waka Kotahi, the Vehicle Standards Compliance Rule 2002 and other laws. Vehicle Inspectors are expected to stay up to date with vehicle inspection requirements and to keep their skills current.

Vehicle Inspectors must, to the extent reasonably possible, ensure inspection decisions are based on accurate information and take into account all relevant matters.

CONFLICT OF INTEREST

Vehicle Inspectors must ensure that they do not conduct inspections while affected by a conflict of interest. A conflict of interest arises when an inspector or inspecting organisation's financial or non-financial interests or obligations create reasonable concern that the inspector may not make inspection decisions fairly, impartially and professionally. A conflict of interest includes an actual and potential conflict of interest and a situation that gives the appearance of a conflict of interest.

CONFIDENTIALITY AND PRIVACY

Vehicle Inspectors must ensure that they do not misuse confidential or private information obtained from any source. They must treat personal information with care and use it only for proper purposes relating to the inspection.

HEALTH AND SAFETY

Vehicle Inspectors must, to the extent reasonably possible, work to reduce health and safety risks in the workplace.

PROFESSIONALISM AND RESPECT

Vehicle inspectors must behave professionally and treat others with courtesy and respect. Vehicle Inspectors may not discriminate against anyone based on their gender, sexual orientation, race, ethnic or national origin, age, religious or ethical beliefs, disability, marital status or family responsibilities.

VEHICLE INSPECTOR DECLARATIONS

I accept and will abide the above principles governing vehicle inspector conduct to the best of my ability.

HONESTY AND INTEGRITY

I will act honestly, conscientiously and maintain high standards of integrity in my inspection decisions.

I will make impartial inspection decisions based on my independent professional judgement.

I will ensure that any inappropriate influence on my professional judgement is identified and managed.

I will not promise, give or accept gifts, favours, bribes or other inducements that could be seen as compromising the integrity of the inspection process and inspection outcomes.

I will report to Waka Kotahi, in good faith, possible violations of this Code, the VIRM or other Waka Kotahi policies or inspection requirements, and relevant New Zealand laws.

QUALITY OF INSPECTIONS

I will deliver vehicle inspection services objectively, consistently and to the standards specified in the VIRM and other instructions issued by Waka Kotahi.

I will fully comply with all laws that relate to vehicle inspection in New Zealand. I will also comply with all relevant Waka Kotahi policies and procedures.

CONFLICT OF INTEREST

I will disclose to my employer and Waka Kotahi any financial or non-financial interest I have in any vehicle that I am asked to inspect, including any relationship that I have with other persons or organisations with an interest in the vehicle.

I will not conduct inspections while affected by a conflict of interest. I will not engage in behaviour that creates conflicts of interest or participate in unfair or illegal trade practices.

CONFIDENTIALITY AND PRIVACY

I will not misuse or disclose any personal or confidential information received in the course of providing inspection services. I will respect the privacy of others.

HEATH AND SAFETY

I will work to reduce health and safety risks in the workplace.

PROFESSIONALISM AND RESPECT

I will conduct inspections in a manner that enhances the reputation of the vehicle inspection industry and the safety of the public.

I will engage with Waka Kotahi and other industry participants in a constructive and professional manner. I will treat others with respect and courtesy at all times.

AGREEMENT

I have read and understood this Code of Conduct. I agree to deliver inspection services and make inspection decisions in accordance with this Code's requirements.

Signature

Date

Name

Job title

Organisation

VI authority number or ID number (if applicable)

WAKA KOTAHI NZ TRANSPORT AGENCY HEAVY ENTRY VEHICLE INSPECTION CODE OF CONDUCT FOR THIRD PARTY SITES

The following organisation (**Third-Party Organisation**) owns and manages site(s) at which heavy entry certification inspections of vehicles occur. The inspections are conducted by the Inspecting Organisation(s) and by Vehicle Inspectors appointed by Waka Kotahi NZ Transport Agency under the Vehicle Standards Compliance Rule 2002.

The Third-Party Organisation acknowledges and understands the attached Waka Kotahi NZ Transport Agency Code of Conduct for Heavy Entry Vehicle Inspectors (the Code).

The Third-Party Organisation undertakes and agrees that it:

- will support any Inspecting Organisation and Vehicle Inspectors with whom it engages to comply with the Code;
- will not cause, induce or otherwise encourage any Inspecting Organisation or Vehicle Inspectors to breach the Code;
- will not otherwise interfere with any outcome of a vehicle inspection by any Inspecting Organisation or Vehicle Inspector.

The Third-Party Organisation understands and agrees that, in the event that it does not comply with the above undertakings, Waka Kotahi may no longer permit any Inspecting Organisation or Vehicle Inspector to conduct heavy entry certification inspections of vehicles at the Third-Party Organisation’s sites.

AGREEMENT

This Code of Conduct must be signed by an authorised representative of the Third-Party Organisation

Signature of authorised representative of the Third-Party Organisation

Date

Name of authorised representative of the Third-Party Organisation

Title

Third-Party Organisation name

Addresses of Third-Party Organisation sites at which heavy entry certification inspections of vehicles occur

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