

SITE REQUIREMENTS CHECKLIST

ENTRY-LEVEL CERTIFICATION: USED LIGHT 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

Tick applicable boxes

LC, LD, LE

MA, MB, MC, MD1, MD2, NA

SITE DETAILS

Site ID (if applicable)

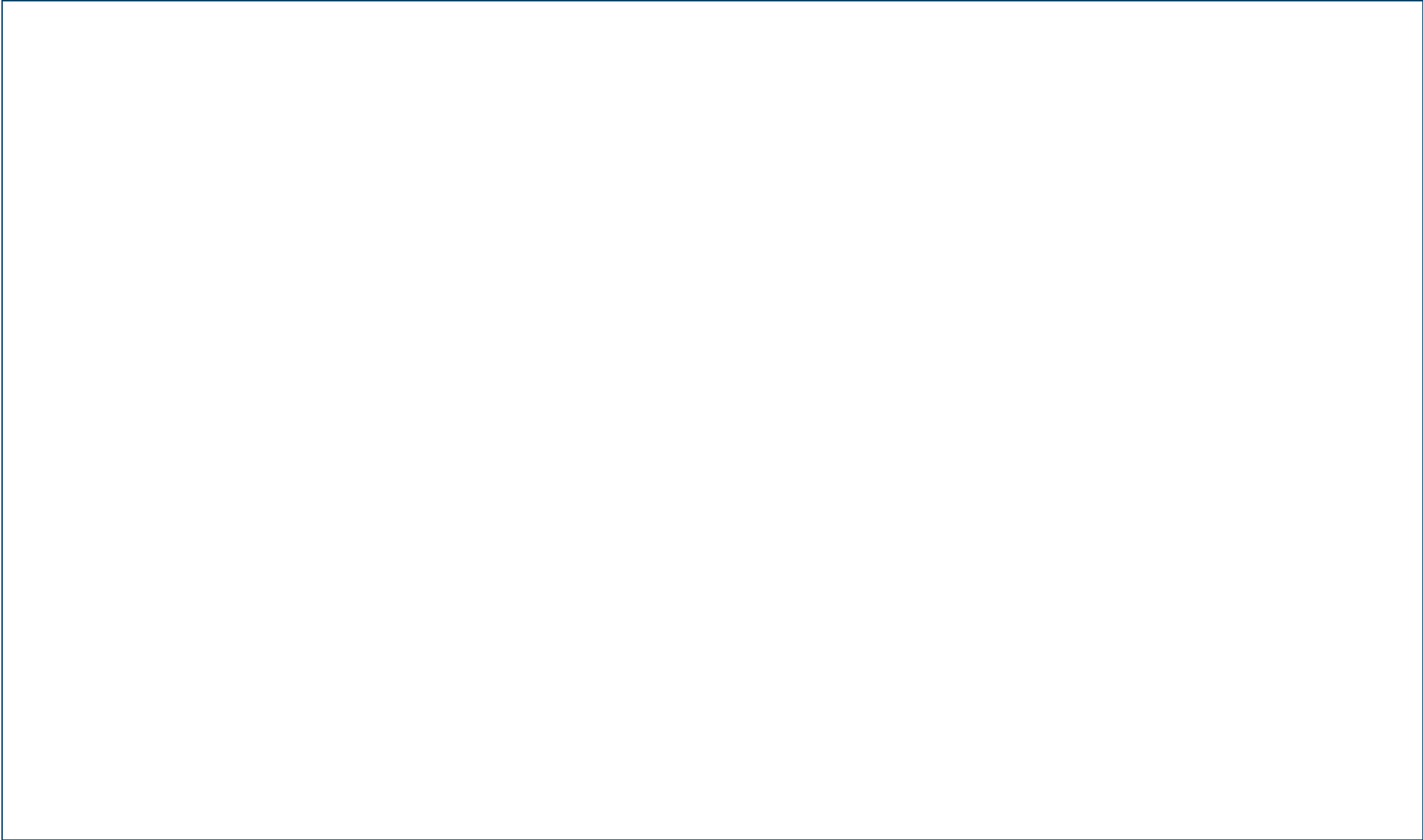
Trading name (if applicable)

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)



Photos taken Yes / No

Site sketch (accurate site and equipment dimensions must be displayed) or scale site plan displaying site and equipment dimensions

PREMISES REQUIREMENTS

The floor of the inspection area must be even and level and made of a material that will remain firm in all weather conditions. **The inspection area must be situated within a building**, which has a roof; walls and doors made of permanent building materials.

The following table shows (in metres) the minimum dimensions for vehicle access and inspection areas for light vehicles, which must be clear of any structural intrusions apart from the vehicle hoist and roller brake machine.

If you are taking over an existing site it may have been approved under legislation that has now been superseded. The site must meet the following requirements to be approved under current legislation.

MINIMUM ACCESS, EXIT AND TURNING CIRCLE SPECIFICATIONS

SPECIFICATION	VEHICLE CLASSES		ACTUAL	WAKA KOTAHI CONFIRMED
	LC, LD	LE, MA, MB, MC, MD1, MD2, NA		
Minimum access and exit width	2.0m (2.8m for LD)	2.8m		
Minimum access and exit height	2.0m	3.0m		
Minimum level approach to roller brake machine <i>(measured from the centre of the rollers)</i>	2.0m	5.0m		
Minimum level exit from roller brake machine <i>(measured from the centre of the rollers)</i>	2.0m	5.0m <i>(note 1)</i>		
Minimum turning radius	5.0m	8.0m		
Marked turning circle diameter	N/A	N/A		

¹ Reverse - off facilities must have a minimum level distance behind the brake rollers

MINIMUM DIMENSIONS

SPECIFICATION	VEHICLE CLASSES		ACTUAL	WAKA KOTAHI CONFIRMED
	LC, LD	LE, MA, MB, MC, MD1, MD2, NA		
Inspection area width	2.4m	4.0m		
Inspection area height	2.0m	3.0m		
Inspection area length	2.0m	6.0m		

MINIMUM UNDER-BODY INSPECTION AREA SPECIFICATIONS

AVAILABLE OPTIONS At least one of the following as applicable		VEHICLE CLASSES		ACTUAL	WAKA KOTAHI CONFIRMED
		LC, LD	LE, MA, MB, MC, MD1, MD2, NA		
Trolley jack and axle standards		Suitable lifting equipment	✓		
Vehicle hoist		N/A	✓		
Inspection pit	Width	N/A	0.8-1.0m		
	Depth	N/A	1.3m		
	Length	N/A	4m		

Notes:

- 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 under - body inspection (minimum 400lux).

EQUIPMENT

EQUIPMENT	VEHICLE CLASSES		ACTUAL	WAKA KOTAHI CONFIRMED
	LC, LD	LE, MA, MB, MC, MD1, MD2, NA		
Lamps				
Commercial quality optical headlamp beamsetter	✓	✓		
Vision				
Calibrated electronic light transmission measuring device (<i>lightmeter</i>)	N/A	✓		
Brakes				
Access to level test strip	✓			
Waka Kotahi - approved roller brake machine (<i>calibrated within the last 12 months</i>)		✓	Make/model	
Calibrated equipment to measure disc runout	✓	✓		
Calibrated brake drum measuring device	✓	✓		
Calibrated brake disc measuring device	✓	✓		
Suitable container for sampling and checking brake fluid	✓	✓		
Seats and seatbelt anchorages				
1m straight edge	N/A	PSV entry only		
Spirit level	N/A			
Plumb bob	N/A			
Torque wrench	N/A	✓		
Running gear				
a) Two-post vehicle hoist (capacity)	Suitable lifting equipment	Any one of a, b or c		
b) Four-post vehicle hoist with built-in jacking mechanism (capacity)				
c) Four-post vehicle hoist industrial quality trolley jack				
d) Inspection pit with in-pit jack				
e) Inspection pit and industrial quality trolley jack				

EQUIPMENT	VEHICLE CLASSES		ACTUAL	WAKA KOTAHI CONFIRMED
	LC, LD	LE, MA, MB, MC, MD1, MD2, NA		
Industrial quality hand held inspection lamp (<i>minimum 750 lux</i>)	✓	✓		
Leverage bar (<i>steel or similar material</i>) for steering and suspension		✓		
Graduated tyre tread depth gauge	✓	✓		
Vehicle dimension				
3m measuring tape	✓	✓		
VIN				
Waka Kotahi-approved VIN embossing machine	✓	✓		
Glass etching equipment	N/A	✓		
Rivet gun	✓	✓		

AMBIENT LIGHTING

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	Hoist/pit 5	Hoist/pit 6	Hoist/pit 7
Right side	500							
Left side	500							
Front	500							
Rear	500							
Underbody	400							
Lighting during inspection, underbody, interior, engine and boot (Min. 750 lux)								

Notes:

- Inspection area lighting should conform to New Standard Code of practice for Interior Lighting Design, NZS 6703:1984 or subsequent amendments.
- Hand held lamp must be used when inspecting underbody, interior, engine and boot.

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 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 CONFIRMED
<i>VIRM: Entry certification</i>	
<i>VIRM: In-service certification</i>	
<i>PRS: Entry 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:

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

Notes:

- a) Site plan must be included with application and must identify areas where structural and mechanical inspections are to be carried out.
- b) 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.

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
