
NZ Transport Agency specifications for the approval of entry certification checksheets

May 2017

OVERVIEW

All entry certification (EC) checksheets must be approved by the NZ Transport Agency. Checksheets require approval when they are developed for use for the first time and each time changes are made to the checksheet, including ensuring the Transport Agency logo is used correctly.

The requirements below apply to all checksheets.

This document is to be read in conjunction with the [Vehicle Inspection Requirements Manual: Entry certification \(VIRM\)](#).

PROCESS FOR OBTAINING TRANSPORT AGENCY APPROVAL

Follow the requirements in this document to prepare your proposed checksheet. It may help to tick the boxes below to indicate that you have included each requirement.

Mail or e-mail your proposed checksheet with your contact details and any additional required information to:

NZ Transport Agency
Technical Services, Vehicles
Private Bag 11777
Palmerston North 4442

Attention: Andrew Hilson (or e-mail to vehicles@nzta.govt.nz)

GENERAL REQUIREMENTS APPLICABLE TO ALL CHECKSHEETS

The first page of the checksheet must consist of a single page original and a duplicate page, with one copy to be given to the vehicle operator (eg marked "Customer Copy"), the other kept by the Entry certifier as a record of the inspection.

The checksheet must contain an "Appointed by NZ Transport Agency" logo. Please refer to the latest version of the [NZ Transport Agency brand guidelines](#).

A total area of at least 100cm² must be provided for Reasons for rejection and Comments by the vehicle inspector.

Each checksheet must be uniquely numbered and must be pre-printed on the checksheets. The numbers may start anywhere, but must be consecutive for each pad of checksheets.

The checksheet must contain the version number and/or version date of the checksheet (eg 5/17, indicating that the checksheet was last approved/changed in May 2017).

The checksheet must include the following information:

Words in relation to rechecks that outline the different re-inspection requirements which apply depending on the amount of time since the initial inspection.

The words: "Complaints regarding EC issues should be first directed to the EC inspection organisation". Additional words may be added to the checklist to meet the requirements for complaint statements contained in the Introduction section of the VIRM.

The words "NZ Transport Agency reserves the right to recheck any vehicle following an inspection."

ITEMS TO BE ON THE CHECKSHEET

The checklist shall contain all the items to be recorded and checked by the vehicle inspector during an EC inspection. These items are the relevant items in List 1 and List 2, as specified below.

Any additional items included must be relevant to the inspection requirements in the VIRM. The checklist must indicate if an item is not an EC requirement.

Each item in List 2 shall have a PASS/FAIL or YES/NO indicator, which must be marked by the vehicle inspector after each item is checked. Where applicable space must be allocated to record brand names, applicable standards, measurement of components and any other relevant data required by the VIRM.

The method of indicating PASS, FAIL and NOT APPLICABLE, shall be explained on the checklist.

For a checklist that covers all vehicles, the items that do not apply to a specific vehicle class may be annotated with * and # (or similar).

The check sheet must identify which classes of vehicles it applies to.

List 1: General items required to be recorded on checklists

- Customer name and address
- Inspection location
- Chassis No and VIN
- Reference
- Vehicle Type
- (N/U/R/S)
- Border check date
- 1st NZ registration date
- Engine Number
- Previous Country
- 1st registration date
- Number of seats
- Basic colour
- Second colour
- Make
- Model
- Sub model
- Industrial model code

- Variant
- Vehicle year
- Body type
- Imported LHD
- GVM
- CC rating
- Engine type
- Alternative fuel
- Assembly type
- Odometer reading
- Odometer units
- Class
- Number of axles
- Original country
- Test regime
- FC urban
- FC ext urban
- FC combined
- A/C fitted
- Gas Type
- Frontal Impact system
- Special Permits
- Tare
- Initial inspection:
- Inspection date
- Vehicle Inspector ID
- Vehicle Inspector's signature
- Indication of vehicle inspection pass or fail
- Re-inspection / recheck:
- Re-inspection (or recheck) date
- Vehicle Inspector ID
- Vehicle Inspector's signature
- Indication of vehicle inspection pass or fail

- WOF expiry date
- WOF Label No.
- WOF Online (or LANDATA) System Authorisation No.

List 2: Inspection items

The following items are listed in the order in which they appear in the VIRM.

- Required documentation/labels/plates
- Evidence of previous registration
- Evidence of compliance
- Specialist certification (LVV/Repair etc)
- Exemptions (immigrants, SIVS LHD etc)
- Evidence of title to lawful possession
- Vehicle exterior
- External projections
- Dimensions
- Vehicle structure
- Structure
- Lighting
- Headlamps
- Front and rear fog lamps
- Cornering lamps
- Daytime running lamps
- Direction indicator lamps (front)
- Direction indicator lamps (rear)
- Forward-facing position lamps
- Rearward-facing position lamps
- Side-marker lamps
- End-outline marker lamps
- Stop lamps
- High-mounted stop lamps
- Rear registration plate lamps
- Rear reflectors
- Reversing lamps
- Cosmetic lamps

- Vision
- Windscreen
- Other glazing
- Sun visors
- Wipers
- Washers
- Rear view mirrors
- Entrance and exit
- Door and hinged panel retention systems
- Vehicle interior
- Seats and seat anchorages
- Head restraints
- Seatbelts and seatbelt anchorages
- Airbags
- Interior impact
- Speedometer
- Audible warning device
- Brakes
- Components
- ABS self check
- Service brake performance
- Service brake balance
- Parking brake performance
- tickbox for stall test (optional)
- Trailer breakaway brake
- Optional (recommended): Service brake recheck readings: percentage (for decelerometers) and/or recordings for each wheel (for roller brake machines)
- Steering and suspension
- Steering mechanism
- Suspension mechanism
- Tyres, wheels and hubs
- Tyre condition
- Tread depth (recorded in mm)
- left front

- right front
- left rear
- right rear
- Optional (recommended): Tyre tread depth recheck readings recorded in mm as above
- Spare wheel security (and space-saver tyre label)
- Wheels
- Hubs and axles
- Mudguards
- Exhaust
- Exhaust system *
- Visible exhaust smoke *
- Towing connections
- Towing connection
- Miscellaneous items
- Engine and drive train *
- Fuel tank and fuel lines *
- Alternative fuels *
- Alternative fuels system in working order (Yes/No) *
- Alternative fuels inspection certificate current (P/F) *
- Alternative fuels system safe (P/F) *