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In-service VIRM (WoF only) 1 November 2014 - List of changes

Section	Change description
Introduction	
2 Overview of the manual	<ul style="list-style-type: none"> New paragraph referring to CoF only inspection organisations.
3-1 Duties and responsibilities	<ul style="list-style-type: none"> References and requirements added relating to the Notice of Appointment, quality management system (QMS), code of conduct and fit and proper persons guidelines.
3-3 Establishing whether the vehicle requires a WoF or CoF	<ul style="list-style-type: none"> Section 3.3.3 – a couple of extra items added regarding agricultural trailers not requiring WoF or CoF.
3-6 Checksheets	<ul style="list-style-type: none"> Links to section 3-7 added.
3-7 Recording the inspection outcome ('determination')	<ul style="list-style-type: none"> Additional reasons added as to why inspection details must be entered into the system before the vehicle leaves the inspecting organisation's premises Email now an option as well as fax for when WoF online is down.
3-8 Issuing the WoF or CoF label - 'evidence of vehicle inspection' - or temporary permit	<ul style="list-style-type: none"> Old WoF label example deleted New multi-year CoF label added.
3-9 Collecting fees	<ul style="list-style-type: none"> There is no longer a regulated fee for duplicate labels
4 Complaints	<ul style="list-style-type: none"> PRS replaced by QMS Dealing with failed CoF inspections for vehicles subject to the operator rating system.
5 Inspection premises and equipment	<ul style="list-style-type: none"> Heavily amended to reflect new requirements. Please read carefully. Includes list of approved brake testers for CoF (light vehicles) New approved brake tester added.
6 Appointments	<ul style="list-style-type: none"> Entire section rewritten and now includes new inspector types and classes they can inspect, and experience and qualification requirements. Please read carefully.
7 Definitions and abbreviations	Definitions added for: <ul style="list-style-type: none"> Code of conduct Conflict of interest Controlled document Entry inspecting organisation Notice of appointment QMS Transport Agency VIN issuing agent
8 Sample certification documents	<ul style="list-style-type: none"> LT400 form updated.
General vehicles	
2-1 External projections	<ul style="list-style-type: none"> Table 2-1-1 – link to LPSV 3-3 deleted (LPSV 3-3 PSV roof racks also deleted)
3-1 Structure (incl frontal impact)	<ul style="list-style-type: none"> Table 3-1-1 – link to LPSV 3-3 deleted (LPSV 3-3 PSV roof racks also deleted)
7-5 Seatbelts and seatbelt anchorages	<ul style="list-style-type: none"> Added clarification: Remaining seatbelt components no longer need to be checked for positions where seats and some but not all seatbelt components have been removed.

8-1 Service brake and parking brake	<ul style="list-style-type: none"> • New Rfr: “36. The parking brake is unusually difficult to apply or release.” • New Rfr: “14.d) reservoir fluid level is below the minimum indicator where this is visible externally.”
9-1 Steering and suspension systems	<ul style="list-style-type: none"> • New Rfr 14 regarding air bag bellows and external damage • New Rfr 16e – During operation “the vehicle does not self-centre” (copied from GV 10-2 Hubs and axles) • Air suspension included in ‘other suspension component’ • Suspension system definition added in notes • Note 5 - The ride height is measured from the centre of the wheel to the underside of the wheel arch when the vehicle is unladen.
Motorcycles	
8-1 Service brake and parking brake	<ul style="list-style-type: none"> • New Rfr: “15.d) reservoir fluid level is below the minimum indicator where this is visible externally.”
General trailer	
5-1 Service brake, parking brake, emergency brake and breakaway brake	<ul style="list-style-type: none"> • New Rfr: “5.d) reservoir fluid level is below the minimum indicator where this is visible externally.”
6-1 Steering and suspension systems	<ul style="list-style-type: none"> • Rfr 7 Air suspension included in ‘other suspension component’ • Rfr 7e ‘air’ added to excessive leakage reasons for rejection • New Rfr 8 regarding air bag bellows and external damage • Suspension system definition added in notes.
8-1 Light trailer drawbar and kingpin	<ul style="list-style-type: none"> • Updated legal requirements relating to coupling conditions (no effect on Rfrs) • Clarified mounting damage extent, and to include a pin (eg for removal of tongue).

Introduction

2 Overview of the manual

'WoF only' inspecting organisations

An inspecting organisation appointed to carry out WoF inspections only will only need to view the general vehicle pages, motorcycle pages, general trailer pages, forklift pages, tractor pages, unclassified vehicle pages and technical bulletin (general) pages.

'CoF only' inspecting organisations

An inspecting organisation appointed to carry out CoF inspections only will need to view the pages for motorcycles, heavy vehicles, light PSVs, heavy PSVs, heavy trailers, technical bulletins (general) and technical bulletins (CoF).

Note that some pages will refer to general vehicles or general trailers pages where appropriate.

'WoF and CoF' inspecting organisations

An inspecting organisation appointed to carry out WoF and CoF inspections will need to view all the WoF and CoF pages. These are the same pages as for 'WoF only', but with additional pages for heavy vehicles, light PSVs, heavy PSVs, heavy trailers and technical bulletins (CoF).

3-1 Duties and responsibilities

3.1.1 General duties and responsibilities

Applicable legislation: Vehicle Standards Compliance Rule 2002 (the Rule).

1. Vehicle inspectors and inspecting organisations [Definitions in the Rule]

Vehicle inspector means an individual appointed by the NZTA under 2.2(1) of the Rule to carry out inspection and certification activities in accordance with requirements and conditions imposed by the NZTA.

Inspecting organisation means a person or organisation appointed by the NZTA under 2.2(1) who is responsible for inspection and certification outcomes.

2. Inspection and certification activities [section 2.1(1) of the Rule]

Only vehicle inspectors and inspecting organisations appointed by NZTA may carry out inspection and certification activities as specified in the **Land Transport Rule: Vehicle Standards Compliance 2002**.

3. Primary duty [section 2.1(2) of the Rule]

Vehicle inspectors and inspecting organisations must carry out inspection and certification activities competently and diligently and in accordance with the **Land Transport Rule: Vehicle Standards Compliance 2002** and with this manual, with the Notice of appointment and the Code of conduct.

4. Inspection and certification activities that can be carried out [section 2.2(2) of the Rule]

Vehicle inspectors and inspecting organisations may carry out only those inspection and certification activities for which NZTA has appointed them.

5. Requirements, conditions, and period of appointment [section 2.3(1) of the Rule]

The NZTA may specify the period of appointment for a vehicle inspector and inspecting organisation and may impose requirements and conditions as to the performance of the inspection and certification activities, including the performance of those activities at individual sites. This manual contains the requirements and conditions imposed by the NZTA.

6. Driver licence

Vehicle inspectors must hold a current driver licence for the vehicles that they are inspecting.

7. Fit and proper person [section 2.3(3) of the Rule]

It is a condition of an appointment that a vehicle inspector or inspecting organisation continues to be fit and proper.

For further information about what it means to be a fit and proper person, refer to the Transport Agency's **Fit and proper person guidelines**.

10. Additional duties and responsibilities of inspecting organisations under the quality management system (QMS) and the Notice of appointment

In addition to requirements specified elsewhere in this manual, an inspecting organisation must comply with the requirements of their QMS and Notice of appointment, including the following:

- a) advise the NZTA as soon as possible when a vehicle inspector leaves or joins an inspecting organisation or moves to another site (**Notification of vehicle inspector transfer**)
- b) manage actual, potential and perceived conflicts of interest (refer to **Information for inspecting organisations**)
- c) report the loss or theft of controlled documents to the NZ Police and the NZTA as soon as possible (**Notification of lost or stolen controlled documents**)
- d) comply with any NZTA requirements relating to IT systems, including protecting access to the NZTA computer system from unauthorised persons
- e) carry out regular internal performance assessments (at least once a year)
- f) inspect and certify vehicles only at authorised sites unless otherwise permitted
- g) responsible for maintaining technical and administrative competence of vehicle inspectors and other persons carrying out vehicle inspection and certification work
- h) responsible for ensuring vehicle inspectors continue to abide by the Code of Conduct.

3.1.5 Performance review

1. The NZTA may monitor and review performance [section 3.1(1) of the Rule]

The NZTA may monitor and review the performance of a vehicle inspector or inspecting organisation in complying with the requirements and conditions imposed by the NZTA, including the performance of inspection and certification activities at individual sites.

The requirements and conditions are contained in this manual, **the Notice of appointment and the Transport Agency's Quality Management System (QMS) requirements.**

2. Providing information to the NZTA [section 3.1(2) & (3) of the Rule]

In monitoring and reviewing performance, the NZTA may require a vehicle inspector or inspecting organisation to undergo such monitoring and review and provide such information as the NZTA reasonably considers relevant. A vehicle inspector or inspecting organisation must comply with a requirement from the NZTA.

3. Costs of monitoring and review [section 3.1(4) of the Rule]

A vehicle inspector or inspecting organisation must bear the costs of the monitoring and reviewing of their performance in accordance with any prescribed fee.

Any non-payment of the required fees may result in suspension of the appointment until full payment is received.

3.1.6 Investigations

1. Investigations [section 3.2(1) of the Rule]

If the NZTA has reason to believe that a vehicle inspector or inspecting organisation has failed to comply with any of the conditions of their appointment (**including the Notice of appointment and Code of conduct**), or has failed to comply with the **Land Transport Rule: Vehicle Standards Compliance 2002** (the Rule) or with this manual, the NZTA may require the inspector or organisation to undergo such an investigation and to provide such information as the NZTA reasonably considers appropriate.

5. Remedial action, suspension, revocation [section 3.2(2) of the Rule]

If, following an investigation, the NZTA is satisfied that the vehicle inspector or inspecting organisation has failed to comply with any of the conditions of their appointment (including the Notice of appointment and Code of conduct), or failed to comply with the Rule or this manual, NZTA may do one or more of the following:

- a) require that remedial action, such as training, be undertaken by the inspector or organisation
- b) suspend the whole or any part of the appointment of the inspector or organisation for a specified period or until specified conditions are met
- c) revoke the whole or any part of the appointment of the inspector or organisation.

6. Immediate suspension or imposing of conditions [section 3.3(1) of the Rule]

If the NZTA has reason to believe that a vehicle inspector or inspecting organisation has failed to comply with a condition of their appointment (including the Notice of appointment and Code of conduct) or with the Rule or this manual, and that this presents a significant risk to land transport safety, the NZTA may suspend, with immediate effect, the whole or any part of the appointment, or impose any conditions on the appointment.

3-3 Establishing whether the vehicle requires a WoF or CoF

3.3.3 Vehicles that do not require a WoF or CoF

- h) a trailer designed exclusively for **agricultural purposes** and not operated except when being:
 - i. delivered from a manufacturer to the manufacturer's agent, or
 - ii. taken to or from an agricultural show for display or demonstration purposes, or
 - iii. delivered from a manufacturer or a manufacturer's agent to a farm or an agricultural contractor
 - iv. proceeding to or from a farm, or
 - v. when being inspected, serviced or repaired.

3-6 Checksheets

4. A vehicle inspector can determine one of two outcomes:

- a) Passed inspection: record the 'determination' as stated in **section 3-7** and issue a WoF label or CoF label or temporary permit
- b) Failed inspection: record the 'determination' as stated in **section 3-7**. The reasons for the failed inspection must be clearly stated on the checksheet.

3-7 Recording the inspection outcome ('determination')

2. The inspection details must be entered into the system before the vehicle leaves the inspecting organisation's premises. This ensures that:

- a) the vehicle can be relicensed by the vehicle owner
- b) the correct inspection frequency can be ascertained
- c) any restrictions placed on the vehicle are identified before issuing a WoF or CoF, such as a ban flag or a pink or green sticker.

c) The WoF Online system goes down during WoF entry: the vehicle inspector needs to ask the customer if they intend to relicense the vehicle in the next 24 hours. If NO, the WoF details should be keyed in as soon as possible. If YES, the vehicle inspector must fax **or email** a copy of the checksheet directly to the Transport Agency (fax 06 953 6406, **email inspections@nzta.govt.nz**) with a covering note of explanation. When the system is working again they must check to see if the WoF information is in the system. If not, the vehicle inspector must key the WoF in themselves to minimise any inconvenience to the customer. If it is, they must make a record of the system authorisation number, to cross reference on their copy of the checksheet.

3-8 Issuing the WoF or CoF label - 'evidence of vehicle inspection' - or temporary permit

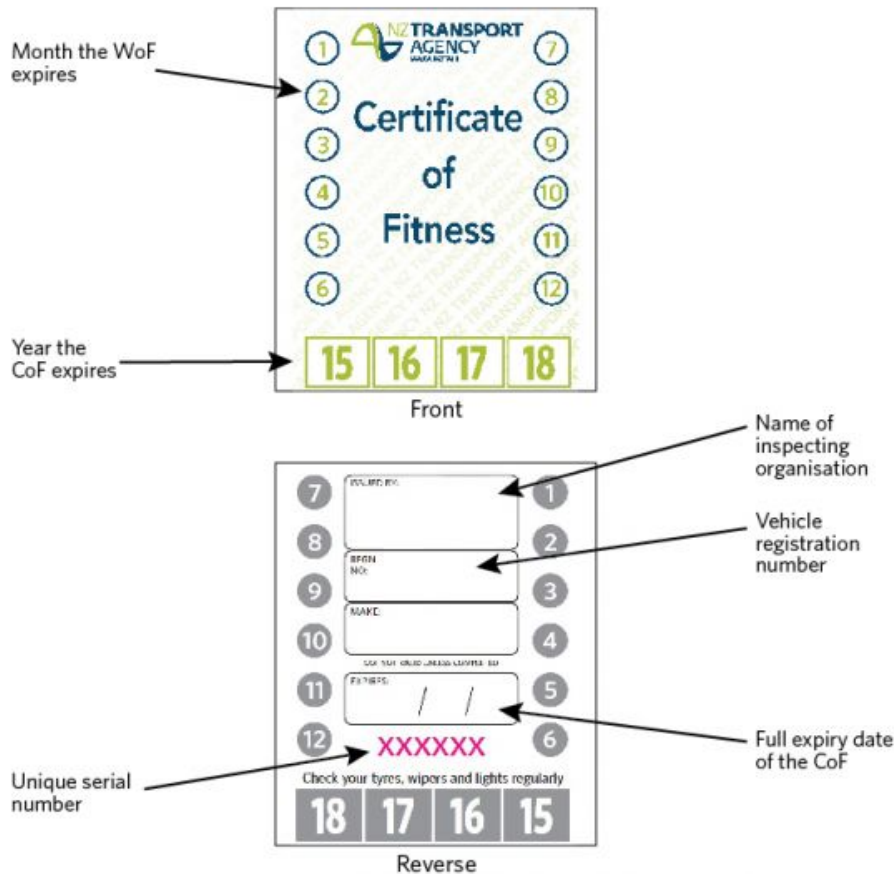
Old WoF label image deleted.

Completing the CoF label

Figure 3-8-2a. Certificate of Fitness (CoF) label details (for 2015 expiry dates only)



Figure 3-8-2b. Certificate of Fitness (CoF) label details (for expiry dates 2015 onwards)



If the vehicle passes the CoF inspection, the new CoF label must be completed in the following manner:

a) Front side:

- i. select the CoF label with the correct year of expiry of the CoF, and
- ii. using a hole punch of at least 6mm diameter:

- punch out the appropriate number representing the month of the CoF expiry date if using the CoF label in Figure 3-8-2a, or

- punch out the appropriate numbers representing the month and year of the CoF expiry date if using the CoF label in Figure 3-8-2b.

3-9 Collecting fees

3.9.2 Duplicate evidence of vehicle inspection

The inspecting organisation or vehicle inspector may charge a reasonable fee for providing a duplicate of an evidence of vehicle inspection.

When issuing a duplicate WoF or CoF label, the same requirements apply as for the original label as specified in [section 3.8](#), that is, it must be attached by the vehicle inspector or delegated employee, and only one label may be attached to the vehicle at any time.

4 Complaints

4. documentation of any investigation into a complaint prepared in accordance with the **QMS requirements** so that details of the investigation can be readily checked
5. acknowledgment of all written complaints in writing within three working days, and the investigation completed and a resolution proposed to the complainant within 20 working days of the complaint being made
6. a record of all complaints, both verbal and written, in accordance with the **QMS requirements**

Dealing with disputed failed CoF inspections for vehicles subject to the Operator Rating System (ORS)

Where the operator of a vehicle subject to ORS queries a failed inspection, please follow the *Operator issue resolution process – disputed failed inspections* in **section 3-9-3 of the LATIS manual** (password required).

Vehicle operators may be referred to the **Transport Agency website for more information** about querying failed CoF inspection results.

5 Inspection premises and equipment

5.1 General requirements

- The inspecting organisation must continue to comply with the applicable requirements in this section.
- The inspecting organisation must maintain their premises and equipment in a good state of repair at all times **while conducting inspection and certification activities**.
- The inspecting organisation must use any specified equipment when inspecting a vehicle, where **appropriate**.
- **Inspection equipment must meet equipment manufacturer's requirements and have current calibration.**
- Brake performance testing equipment must be calibrated at least every 12 months, or more frequently if required by the equipment manufacturer, **or following any maintenance that may alter the calibration.**
- **Inspections must take place in the inspection area, using the approved or specified equipment, unless otherwise permitted by the NZTA.**
- **It is the IO's responsibility to ensure that the inspection premises and equipment it uses comply with Occupational Health and Safety requirements, and any other relevant Acts, regulations and local bylaws.**

5.2 Administration requirements

Feature	Minimum requirement	Examples and things to consider
Administration	<ul style="list-style-type: none"> • Access to the vehicle inspection portal for the VIRMs, forms, news and other information relevant to vehicle inspections • Access to WoF-online and user charts, or access to Landata and the agents portal for the LATIS manual, to record inspections • Administration equipment must be located and operated from a location where the public does not have access when staff are not present. • CoF only: ability to provide Certificate of Loading certificates (CoL printer and media) • Controlled documents (WoF/CoF labels, CoL labels and check sheets) must be securely stored and kept locked away outside normal business hours to protect from public access • Equipment must be in good condition and working order 	<p>Check with the Transport Agency for minimum computer and device specifications and software requirements.</p>

5.3 Inspection site requirements

Feature	Minimum requirement	Examples and things to consider
Access to and exit from inspection area	No requirements; however, if the site has access restrictions for a particular standard legal size vehicle, that vehicle will not be able to be inspected at the site.	A standard legal size vehicle is one that either: <ul style="list-style-type: none"> meets Table 4.1 the Land Transport Rule: Vehicle Dimensions and Mass 2002, or a high productivity motor vehicle
Inspection area	The inspection area needs to be situated within a building that has a roof, sides and doors made of permanent materials, and a solid and level floor so that a vehicle or vehicle combination remains stationary when parked in neutral with all brakes off, and there must be sufficient clearance (width, length and height) to allow doors to be fully opened and all inspection actions to be carried out.	Room for suspension test bars, room to view roof structure for corrosion/damage and raise vehicle, room to check headlamps.
Lighting	<ul style="list-style-type: none"> There must be sufficient suitable lighting in the inspection area, including underbody. An inspection lamp is required. 	Required for vehicle exterior, interior and underbody inspections. (If you meet AS/NZS 1680 that will be suitable.)
Underbody examination, including running gear	Ability to carry out inspection of the underside of the vehicle, including structure, running gear, steering, brake systems and suspension by means of a pit, hoist or fixed ramp.	<p>Examples:</p> <ul style="list-style-type: none"> Four-post vehicle hoist and industrial-quality trolley jack. Inspection pit with in-pit jack. Two-post hoist with a method of completing laden steering test. Inspection pit and industrial-quality trolley jack. Four-post vehicle hoist with built-in jacking mechanism. Fixed ramp and industrial-quality trolley jack. Motorcycle jack/stand <p>Note: Axle stands and creepers will not be approved for use as part of the vehicle inspection of standard vehicles unless specifically for use at a specified site.</p> <p>Steel test bar or similar for steering and suspension, or a steering or suspension test machine.</p>

5.4 Inspection equipment requirements

Feature	Minimum requirement	Examples and things to consider
Vehicle dimensions	Measuring device(s) appropriate for the vehicle being inspected. The measurement must be taken with a single measure.	Required to confirm interior and exterior vehicle dimensions, e.g. overall length, width or height or passenger service vehicle (PSV) seat spacing. A 3m and a 25m measuring tape will be appropriate for most vehicles.
Tyres	Device for measuring tyre tread depth.	Graduated tyre tread depth gauge.
Brake testing	<ul style="list-style-type: none"> • WoF – Access to a Transport Agency-approved decelerometer and level test strip, or a Transport Agency-approved brake testing machine (see section 5.5 for list of approved brake testers). • CoF A (light) – Transport Agency-approved plate or roller brake machine for all classes of vehicle, except classes LC and LD and certain special vehicles where access to a Transport Agency-approved decelerometer and level test strip is the minimum that is required (see section 5.6 for list of approved brake testers). • CoF B (heavy) – Transport Agency-approved roller brake machine (RBM) (refer to Heavy vehicle brake testing: CoF and entry certificate brake test protocol and procedures). For certain special vehicles, access to a Transport Agency-approved decelerometer and level test strip will be required (see section 5.7 for list of approved brake testers). • Air gauge (minimum 1000kPa), and fittings that enable the air gauge to be attached to a duomatic coupling. • Stopwatch or timing equipment. 	<p>Level access either side of a roller brake machine: such that the vehicle or vehicle combination remains stationary when in neutral with the brakes off; and that allows the vehicle to enter and exit the RBM in a straight line so that all axles can be tested correctly.</p> <p>Access to a Transport Agency-approved decelerometer and level test strip will be required if testing vehicles for which RBM testing is not appropriate or if the RBM is inoperative for any reason and you want to continue to offer CoF inspections temporarily while it is repaired or a replacement can be organised. For heavy vehicles, see approval requirements for alternative brake testing in heavy vehicle brake testing: CoF and entry certificate brake test protocol and procedure.</p>

Headlamps	Commercial-quality optical headlamp beam tester (or for motorcycles only, a graduated light board).	
Vision	Equipment optional. If checking light transmission through glazing using a light transmission measuring device, it must be calibrated.	A 35% VLT tint sample or a calibrated light transmission meter.
Heavy vehicle towing connections	<ul style="list-style-type: none"> • 40mm tow pin wear indicator gauge • 50mm tow pin wear indicator gauge • 40mm tow eye wear indicator gauge • 50mm tow eye wear indicator gauge • Method of inspecting ball-race turntables. 	Steel test bar for ball-race turntables or similar.
PSV door test	Test bar and spring force scale for checking power-operated door closing force (refer to Technical bulletin 5 for test bar technical specifications).	
Taximeter testing	<ul style="list-style-type: none"> • Surveyed test strip (mandatory) • Calibrated rolling road (optional) • Meter seal kit • Stopwatch. 	Not part of CoF inspection but required if you also want to carry out taximeter calibration checks. Refer to Technical bulletin 5 for requirements.

5.5 Approved brake test equipment (WoF)

Javal	Model RRT-7500	21 August 2014, No 96, p2732
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5.6 Approved brake test equipment (CoF – light vehicles)

Note The vehicle inspector must use an approved brake tester when carrying out the brake test. Should the tester break down, or a vehicle cannot reasonably be tested with that tester, the vehicle must be tested with another approved brake tester (including a decelerometer listed in [section 5.5](#)) or undergo the brake stopping distance test.

Manufacturer	Models	Gazette notice details
Anzen	BS52FL Roller brake testing machine	26 October 1989, No 189, p 5299
Autoteknik	Portable truck brake testing machine Model No BM20200	30 January 1997, No 8, p 190
	Model No BM8010 (with or without the facility to test the brakes on dedicated 4WD vehicles)	2 May 1996, No 41, p 1182
	BMX200 Roller brake testing machine	12 November 1998, No 184, p 4350
	BMX010 Turbo roller brake testing machine	14 January 1999, No 246, p 65
	Model BM17200	10 August 2000, No 89, p 2184
Banzai	BBT51S Roller brake testing machine	26 August 1989, No 189, p 5299
BM Autoteknik	BM17200	1 August 2000, No 89, p 2184
	BM7010	31 October 2000, No 150, p 3866
	BM30200 (upgraded Crypton EB30)	5 December 2000, No 164, p 4262
	BM63200 (upgraded Crypton 630)	12 March 2002, No 28, p 626
	BM3010, BM9010, BM12200	5 April 2001, No 37, p 829
	14200 series	17 April 2008, No 73, p 2055
	BM4010	14 December 2006, No 172, p 5032

CEMB	DCA 3 Roller brake testing machine	10 June 1999, No 67, p 1549
	DCA5-FN3	25 June 2009, No. 94, p 2117
Crypton	Crypton Bradbury E10 dynamic brake tester	16 March 1967, No 16, p 384
	Crypton Models 630 and 660 Roller brake testing machine	26 October 1989, No 189, p 5299
	Crypton 690A brake tester	14 August 2003, No 101, p 2689
Hammar	Dynometer 54	21 March 1968, No 15, p 474
Hartridge	MkII Brake tester	3 September 1970, No 53, p 1574
Hoffman Werkstatt	Brekon 131-3 Brekon 131-4 and 4S Safeline Pro testing lanes that include one of the following: Brekon 130-3 Brekon 130-4 and 4S Safeline Truck testing lanes that include brake testing devices suitable for 10, 13, 16 or 18 t axle load at a test speed of 2.6, 2.8, 5.2, or 5.6 km/h	25 September 2001, No 135, p 3469
	Brekon 141-3 and 141-4	9 November 2006, No. 132, p 3837
HPA	Models 2302, 2303, and 2313-MK Roller brake testing machine	22 March 1973, No 23, p 524
	Model 5023 Roller brake testing machine	29 June 1995, No 64, p 1733
	Model LX5004.138.009 Roller brake testing machine	21 March 1996, No 28, p 867
Hunter	B400 Plate Brake Tester	19 September 1991, No 140, p 2992
	B404 Plate Brake Tester	22 August 1991, No 126, p 2727
Intertech	Model No HH650 EV	7 March 1996, No 23, p 735
Javol	Model RRT-7500	21 August 2014, No 96, p2732
Kismet	Model Nos KBT 300, 301 and 302	22 March 1973, No 23, p 524

MAHA	MAHA PP2 Platform brake tester (digital and analogue)	6 October 1988, No 170, p 3973
	MAHA Platform brake tester Model Junior-Check 2P	14 September 1995, No 99, p 3102
	MAHA Platform brake tester MPP 2240	9 June 2011, No 81, p1909
	MAHA Roller brake testing machine Model IW 2 Series	24 February 1994, No 16, p 914
	MAHA Roller brake testing machine Model IW 4	21 March 1996, No 28, p 867
	MAHA Roller brake tester Model IW 7 Mobile	15 June 2006, No 52, p 1430
	MAHA Roller brake tester Model MBT 2100	17 December 2009, No 188, p4524
	MBT 5250 and MBT 4250 Eurosystem (was Model IW 4)	17 October 2013, No 143, p 3914
Muller BEM	Billanmatic series 45200, 43300, 44800, 44700 Note the model number may also include B, 2V, B-2V Billanmatic series 7300, 7500, 7700, 8600, 10000	5 December 2000, No 164, p 4262
Nepean	Model Barbie 14104 Vehicle inspection trailer	11 June 1998, No 79, p 1760
Nissalco	Model IM2581 Roller brake tester	3 December 1981, No 145, p 3661
	Model M2581 Super-Combi Tester	24 June 1999, No 75, p 1696
PlateTronic	Models Pitstop 2P, Pitstop 4P Platebrake tester	9 April 2009, No 48, p 1177
Shenzhen Cosber Industrial Co Ltd	Model Cosber KZD-3 series of roller brake testing machines	25 September 2008, No 143, p 3901
Tecalemit	Model No DE 5000 CU Roller brake testing machine	22 February 1996, No 15, p 508
Van Leeuwen Test Systems B.V.	VLT 423 roller brake machine	16 January 2014, No 4, p129
Vehicle Inspection Systems Pty Ltd	VIS-Check, VIS-TF-RL and VIS-VE-RL	4 March 2010, No 25, p 580
VTEQ S.L. (Spain) (previously BCN)	VTEQ 3080	14 August 2003, No 101, p 2689
	VTEQ 2080	17 February 2004, No 17, p 372
	VTEQ 6000 (analogue) VTEQ 7000 (digital)	9 November 2006, No. 132, p 3837
Weaver	WY-25, WY-30, WY-40S, WY-55, WY-60, WY-70S, WY-75 and WY-76	7 March 1957, No 20, p 449

5.7 Approved brake test equipment (CoF - heavy vehicles)

Note A decelerometer from the WoF list under 5.1.7 may be used only under special circumstances, such as the roller brake machine breaking down unexpectedly, or being presented with a vehicle that cannot be reasonably tested on the roller brake machine. Refer to **Heavy vehicle brake testing protocol** for detailed requirements.

Javal	Model RRT-7500	21 August 2014, No 96, p2732
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6 Appointments

6.1 Vehicle inspectors

Application packs may be obtained from, and completed application packs must be sent to:

Website	vehicleinspection.nzta.govt.nz/applications Applications may be completed and submitted online.
Email	vehicleinspections@nzta.govt.nz
Mail	Commercial Licencing Team NZ Transport Agency Palmerston North Office Private Bag 11777 Palmerston North 4442
Phone	0800 587 287
Fax	06 953 6201

6.1.1 Warrant of Fitness

An applicant may apply for appointment to inspect one or more of the following categories of vehicles:

- Light trailers (class TA, TB)
- General vehicles (class LE, MA, MB, MC, MD1, NA), includes light tractors, light forklifts and light unclassified vehicles
- Motorcycles (class LC, LD, LE)
- Heavy motor vehicles exempt CoF (includes tractors, forklifts, unclassified vehicles)
- Tractors only
- Forklifts only.

The applicant must meet all of the following requirements:

Note 2

Vehicle inspectors currently or wishing to be appointed to inspect general vehicles under this clause may, on application, also be appointed to inspect motorcycles if they are able to provide evidence of:

- i. appropriate training on motorcycle repairs, maintenance or inspections (may be external or internal training), or
- ii. appropriate work experience repairing, maintaining or inspecting motorcycles (other practical experience, such as repairing and servicing own motorcycles, will be considered).

Note 3

Vehicle inspectors wishing to be appointed to inspect heavy motor vehicles exempt from CoF, tractors and/or forklifts must be able to provide evidence of appropriate training or work experience in the repair, maintenance or inspection of these vehicles.

d) be a fit and proper person (section 2.6 of the Rule - **see also Fit and proper person guidelines**). The criteria considered with any application include:

- i. relevant criminal convictions
- ii. transport related offences
- iii. relevant warnings, penalties and disciplinary actions imposed
- iv. relevant complaints
- v. the public interest and land transport safety

e) have a current driver licence for the class(es) of vehicles to be inspected

f) agree to and sign the **Code of conduct**.

6.1.2 Certificate of Fitness - light vehicles (CoF A)

An applicant may apply for appointment to inspect one or both of the following categories of vehicles:

- Light vehicles except motorcycles (class LE, MA, MB, MC, MD1, MD2, NA)
- Motorcycles (class LC, LD, LE)

The applicant must meet all of the following requirements:

Note 2

Vehicle inspectors currently or wishing to be appointed to inspect general vehicles under this clause may, on application, also be appointed to inspect motorcycles if they are able to provide evidence of:

- i. appropriate training on motorcycle repairs, maintenance or inspections (may be external or internal training), or
- ii. appropriate work experience repairing, maintaining or inspecting motorcycles (other practical experience, such as repairing and servicing own motorcycles, will be considered).

b) have completed a certificate in vehicle inspection (CoFA)

c) must be a current WoF inspector for general vehicles (and/or motorcycles where appropriate)

f) demonstrate a comprehensive knowledge of light passenger vehicles and their requirements, including entry requirements (see PSV sections in the **VIRM: Entry certification**)

i) agree to and sign the **Code of conduct**.

6.1.3 Certificate of fitness - heavy vehicles (CoF B)

An applicant may only apply for one of the two following categories at a time. **Heavy PSVs may only be applied for after the applicant has held their current appointment for heavy vehicles except PSVs for a minimum of two months:**

- Heavy vehicles except PSVs (class NB, NC, TC, TD), or
- Heavy PSVs (class MD3, MD4, ME).

The applicant must meet all of the following requirements:

- b) have completed the relevant certificate in vehicle inspection (CoF B)
- c) must have completed roller brake machine (RBM) training by a Transport Agency approved RBM training provider
- d) demonstrate a comprehensive knowledge of the requirements in the **VIRM: In-service certification**, sufficient to inspect and certify a vehicle
- e) demonstrate a comprehensive knowledge of common vehicles and their:
 - i. structures, including glazing and external projections, and
 - ii. suspensions, steering and braking systems, and
 - iii. tow connections and load anchorages, and
 - iv. lighting system requirements
- f) demonstrate a comprehensive knowledge of heavy passenger service vehicles and their requirements (applicable to MD3, MD4 and ME classes only), including entry requirements (see PSV sections in the **VIRM: Entry certification**)

h) agree to and sign the **Code of conduct**.

6.1.4 Requirements to retain appointment

Vehicle inspectors are appointed for a three year term.

To maintain appointment, a vehicle inspector must carry out a total of 25 vehicle inspections per 12-month period, including at least one in each of the following categories for which they are appointed:

- WoF
- CoF (light vehicles)
- CoF (heavy vehicles).

A vehicle inspector's appointment category may be revoked if it is not used within a 12-month period.

6.2 Inspecting organisations

Application packs may be obtained from, and completed application packs must be sent to:

Website	vehicleinspection.nzta.govt.nz/applications Applications may be completed and submitted online.
Email	vehicleinspections@nzta.govt.nz
Mail	Service Supply Management NZ Transport Agency Palmerston North Office Private Bag 11777 Palmerston North 4442
Phone	0800 587 287

WoF and/or CoF inspecting organisations must:


- a) meet the requirements for inspection premises and equipment, and
- b) be fit and proper (section 2.6 of the Rule - see also **Fit and proper person guidelines**). The criteria considered with any application include:
 - d) advise which quality management system (QMS) they will be operating under
 - e) agree to the Notice of appointment.

7 Definitions and abbreviations

Code of conduct	means the code that provides the minimum ethical and behavioural standards that are expected of all vehicle inspectors appointed by the Transport Agency to deliver vehicle inspection and certification services.
Conflict of interest	<p>A conflict of interest means where there is, could be, or may be perceived to be, a conflict between the financial or professional interests or obligations of the inspecting organisation or vehicle inspector and their obligations under the terms of the IOs Notice of Appointment.</p> <p>It means that the impartiality, independence or objectivity of the IO and/or VI may be called into question. The conflict may be (a) actual: where the conflict currently exists; (b) potential: where the conflict is about to happen or could happen; (c) perceived: where other people may reasonably think a person is compromised.</p>
Controlled document	means a document you must use and complete as part of your inspection and certification work, such as a WoF or CoF label, WoF or CoF checksheet, or a certificate of loading
Entry inspecting organisation	means an inspecting organisation appointed to carry out entry and re-entry inspection and certification activities, including the issuing of VIN numbers. For a list of appointed entry IOs, click here .
Notice of appointment	means the notice by which the Transport Agency appoints an inspecting organisation under the Land Transport Rule: Vehicle Standards Compliance 2002 to carry out specified inspection and certification activities at specified sites. The appointment is subject to certain specified requirements and conditions, including compliance with the requirements contained in this manual [the VIRM].
QMS	means quality management system which replaces the old performance review system (PRS)
Transport Agency	means the NZ Transport Agency
VIN issuing agent	means an inspecting organisation approved to issue VIN numbers (VTNZ, VINZ, AA and some other independent inspecting organisations also approved to carry out entry inspections).

8 Sample certification documents

Figure 8-1-6. LT400 Heavy vehicle specialist certificate



NZTRANSPORT AGENCY
WAKA KOTAHU

Heavy Vehicle Specialist Certificate

Must be presented to a CoF (Heavy) Inspecting Organisation
Heavy Vehicle Specialist Inspector and Inspecting Organisation

Heavy Vehicle Specialist Inspector's or Manufacturing Inspecting Organisation's Name (PRINT IN CAPS)	ID
Vehicle Registration*	VIN/Chassis Number
Component being certified:	<input type="checkbox"/> Chassis Modification <input type="checkbox"/> Load Anchorage <input type="checkbox"/> Log Bolsters <input type="checkbox"/> Towing Connection <input type="checkbox"/> Brakes <input type="checkbox"/> SRT <input type="checkbox"/> PSV Stability <input type="checkbox"/> PSV Rollover <input type="checkbox"/> Swept Path <input type="checkbox"/> PBS
Certification Category	
Description of Work	
Code/Standard/Rule Certified to	Component Load Rating(s)
General Drawing Number(s)	
Supporting Documents	
Special Conditions*	
Certification Expiry Date (if applicable)	or Hubodometer Reading (with/without Gross PSV)

Declaration

I the undersigned, declare that I am the Heavy Vehicle Specialist Inspector identified and I hold a current valid appointment. I certify that the above mentioned vehicle component's design, manufacture and installation, and this certification complies in all respects with the Land Transport Rule: Vehicle Standards Compliance 2002 and my Appointment. To the best of my knowledge the information contained in the Certificate is true and correct.

Designer's ID (if different from inspector below)

Inspector's Signature

Inspector's Name (PRINT IN CAPS) ID Number

Date Number

CoF Vehicle Inspector ID	CoF Vehicle Inspector Signature	Date
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All fields excluding those marked with * must be completed before this certificate can be accepted.

New Zealand Government
Form ID: LT400
Version No. 08/14

General vehicles

2-1 External projections

Fitting of or modification to:	LVV certification is never required:
Aerials	<ul style="list-style-type: none"> in-service requirements for conditions and performance must be met.
Engine hood emblems	
Engine hood pins	
Towbars	
Trunk racks	
Roof-mounted wheelchair winch	
Roof racks	
Additional or substituted rear-view mirrors	
Any modification for the purposes of law enforcement or the provision of emergency services	

3-1 Structure (incl. frontal impact)

Fitting of or modification to:	LVV certification is never required:
Aftermarket sunroof or roof vent/hatch	<ul style="list-style-type: none"> in-service requirements for condition and performance must be met.
Towbars	
Any modification for the purposes of law enforcement or the provision of emergency services	
Roof racks	

7-5 Seatbelts and seatbelt anchorages

Reasons for rejection	Tables and images	Summary of legislation
<p>Mandatory equipment (Note 21)</p> <p>1. A seatbelt (Note 1) of the type specified in Table 7-5-1 (first registered in NZ before 1/1/1991), Table 7-5-2 (first registered in NZ between 1/1/1991 and 31/3/2002) and Table 7-5-3 (first registered in NZ from 1/4/2002) has not been fitted for the relevant seating position (see Note 18) for permitted specialist seatbelts), and</p> <ul style="list-style-type: none"> a) the requirements for specific motor vehicles in Table 7-5-4 are not met, or b) the requirements for modification in Table 7-5-5 are not met. 		

Note 21

Where a seat has been removed, a seatbelt is not required for that position, and any remaining seatbelt or seatbelt anchorage components are not required to be inspected. Where seatbelt or seatbelt anchorage components remain fitted, and the vehicle is such that the removed seats can be readily re-fitted and used with the seatbelts, the vehicle inspector must:

- Identify which seats were missing when the vehicle was presented for inspection, and
- Advise the vehicle operator that the remaining seatbelt components have not been checked, and that if the missing seats are re-fitted at a later stage, it is the vehicle operators' responsibility to ensure that these seats and seatbelts are compliant prior to using them.

If the inspector chooses to inspect any remaining seatbelt components, then they should identify that to the vehicle operator. Any defects should be noted on the checksheet, but must not be failed. The same information as noted above must be recorded on the checksheet to make it clear that the responsibility lies with the vehicle operator if seats are re-fitted.

Reasons for rejection

Tables and images

Summary of legislation

Fitting of or modification to:	LVV certification is never required:
Retrofitted type-tested rear seatbelt anchorages	<ul style="list-style-type: none">• in-service requirements for condition and performance must be met.
Rear seatbelts fitted to class MD1, MD2 and NA vehicles before 1 March 1999	
Removal of non-mandatory seatbelts (including full or partial removal of seatbelts in positions where seats have been removed)	
Replacing a type R1 or R2 seatbelt with a webclasp R1 or R2 seatbelt (eg where Technical bulletin 5 applies)	
Any modification for the purposes of law enforcement or the provision of emergency services	

Reasons for rejection

Tables and images

Summary of legislation

Mandatory equipment

1. A motor vehicle must be fitted with seatbelts (for seating positions) as specified in Table 7-5-1, Table 7-5-2 and Table 7-5-3, or as specified for specific vehicles in Table 7-5-4, or as specified in requirement 2 below, unless an exemption in Table 7-5-5 applies.

8-1 Service brake and parking brake

Reasons for rejection

Tables and images

Summary of legislation

14. The brake master cylinder is:

- a) leaking brake fluid, or
- b) insecure, or
- c) excessively corroded, or
- d) reservoir fluid level is below the minimum indicator where this is visible externally.

36. The parking brake is unusually difficult to apply or release.

9-1 Steering and suspension systems

Reasons for rejection

Tables and images

Summary of legislation

13. Any other suspension component (including air suspension):

14. Air bag bellows has obvious external damage - protruding, exposed or worn cords.

16. During operation:

- a) the vehicle veers significantly to one side, or
- b) the vehicle requires unreasonable force to steer, or
- c) the steering is unreasonably stiff, rough or light, or
- d) the vehicle does not handle safely under normal conditions of road use, eg the suspension is excessively hard or soft, or there is excessive body roll, or
- e) the vehicle does not self-centre.

Suspension system means a system that allows controlled and limited movement of an axle relative to the chassis or body of a vehicle; and includes a spring and damping system and any associated controls.

Note 5

Where a vehicle has LVV certified modified suspension, the ride height is provided on the LVV plate. The ride height is measured from the centre of the wheel to the underside of the wheel arch when the vehicle is unladen.

Motorcycles

8-1 Service brake and parking brake

15. The brake master cylinder:

- a) is leaking brake fluid, or
- b) is insecure, or
- c) is excessively corroded, or
- d) reservoir fluid level is below the minimum indicator where this is visible externally.

General trailers

5-1 Service brake, parking brake, emergency brake and breakaway brake

7. The brake master cylinder is:

- a) leaking brake fluid, or
- b) insecure, or
- c) excessively corroded, or
- d) reservoir fluid level is below the minimum indicator where this is visible externally.

6-1 Steering and suspension systems

Reasons for rejection

Tables and images

Summary of legislation

7. A suspension component (including air suspension):

- a) is insecure, or
- b) is damaged, significantly corroded, distorted or cracked, or
- c) shows signs of welding or heating after original manufacture, or
- d) has play beyond manufacturer's specifications, or
- e) does not operate smoothly without roughness or stiffness, or
- f) has excessive leakage of air or damping fluid (Technical bulletin 9), or
- g) shows excessive play, roughness or stiffness in a strut upper support bearing, or
- h) is a flexible bush that is significantly cracked, damaged or perished.

8. Air bag bellows has obvious external damage - protruding, exposed or worn cords.

Note 4

Suspension system means a system that allows controlled and limited movement of an axle relative to the chassis or body of a vehicle; and includes a spring and damping system and any associated controls.

8-1 Light trailer drawbar and kingpin

Reasons for rejection

Tables and images

Summary of legislation

Condition

3. The drawbar or drawbar mounting (or kingpin or kingpin mounting):

- a) is not securely attached, or
- b) has a bolt, nut or pin that is missing or significantly corroded or damaged, or
- c) has corrosion damage (Note 1) within 150mm of a mounting point, or
- d) is cracked or distorted.

Applicable legislation

- Land Transport Rule: Light-Vehicle Brakes 2002.

Mandatory equipment

1. A trailer must be fitted with a tow coupling that is fit for purpose and in sound condition.
2. A trailer with a laden weight (**Note 2**) of 2000kg or less without a compliant breakaway brake must have a securely attached safety chain or cable, unless the trailer is one of the following:
 - a) a trailer designed for armament purposes by the New Zealand Defence Force.
 - b) a trailer pump for fire fighting purposes.
3. A trailer with a laden weight (**Note 2**) between 2001kg and 2500kg that does not have a compliant breakaway brake must:
 - a) be fitted with two safety chains that comply with standard ADR 62 (determination 2, 1995) and that cross each other when connected, and
 - b) have a coupling system that has a manufacturer's load rating commensurate with the laden weight of the trailer.

Condition

4. A trailer must be be fitted with a tow coupling that is fit for purpose and in sound condition.
5. A safety chain or cable must be of sufficient strength to hold the trailer secure under all conditions of road use.
6. A trailer must be fitted with a tow coupling that is fit for purpose and in sound condition.