



Kia ora

This year is flying by and our teams have been busier than ever. With the increase in illness across the country this winter, I hope you're looking after yourselves and your families, taking rest as needed.

You may be aware that in the past couple of months we've had to revoke a number of WoFs issued at several sites. These actions came after we conducted investigations into unauthorised and unqualified people carrying out inspections that can result in defrauding the customer.

This type of behaviour reflects poorly on the rest of the industry and has a big impact on both vehicle owners and vehicle safety.

I'd like to encourage you to get back to basics - identify any areas of risk you or your site may have and upskill or put checks in place to ensure vehicle inspections and certifications are done to standard.

We've also seen many fantastic examples of sites and certifications running smoothly, with vehicle safety a priority. Thank you for playing an important part in reducing the likelihood of death and serious injury resulting from accidents on New Zealand roads.

Nicole

Senior Manager Safer Vehicles

WoF

Have you seen the WoF video guides?



In July, Waka Kotahi NZ Transport Agency released 13 videos filmed to guide vehicle Inspectors in their work.

Over the past year, the Safer Vehicles team has worked on updating and improving the clarity of the Waka Kotahi in-service certification vehicle inspection requirements manual (VIRM). The WoF video guide is the latest part of that work.

The videos, which cover a variety of areas ranging from brake testing and beam setting to under bonnet inspections and check sheet completion, are relatively short (from two to five minutes) and have been provided as a "how to" guide, rather than a set of instructions.

The subjects of the videos (settled on after several industry workshops) are:

- Quality management system (QMS)
- Checksheet completion
- Vehicle identification and class
- Under bonnet inspection
- Under body inspection
- Tyre inspection
- Seat belt inspection
- Light trailer inspection
- Laden steering check
- Interior inspection
- Brake testing
- Beam setter use
- Assessment of corrosion.

You can view the videos at vehicleinspection.nzta.govt.nz/wof-videos

Cardan shaft park brakes safety alert

Waka Kotahi recently issued a safety alert regarding Cardan Shaft Brakes (CSB) because there have been several incidents where the CSB has failed and the vehicle has rolled away. Four of these incidents have resulted in fatalities.

The certificate of fitness (CoF) testing requirement for Cardan shaft park brakes (CSB) will change from 1 October 2022.

Waka Kotahi investigated and tested CSB performance and found the current 'stall test' doesn't adequately assess parking brake performance and will be replaced by a more rigorous roller brake machine test for most classes of vehicle with CSB.

Waka Kotahi has written to owners of vehicles likely to have CSB advising them of the safety alert and the introduction of a more rigorous park brake test.

A small number of vehicles will be exempt and will still be tested using the stall test and inspecting organisations will be aware of which vehicles are exempt. We expect the roller brake test will greatly improve the park brake performance assessment, ensuring they're performing as expected.

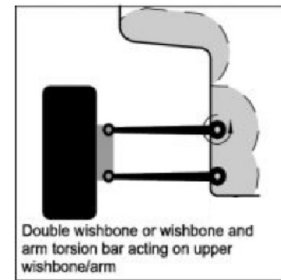
To make sure drivers know a vehicle is fitted with a CSB, CoF requirements will also be updated to make it mandatory to have a warning a sticker displayed in the cab. We'll provide more information when the date for this change has been confirmed.

A video guide to testing CSB on a roller brake machine is on the Waka Kotahi website at nzta.govt.nz/cardanbrakes



WoF quiz

- 1 A vehicle first registered or re-registered from what date must have a VIN number?
- 2 No corrosion damage is permitted within how many millimetres of a lower seatbelt anchorage mounted in a wheel-arch?
- 3 The critical vision area is how many millimetres either side of the driver's seat centreline?
- 4 If fitted with tinted overlays, what is the minimum VLT for the glazing of a class MC vehicle for front side windows, and for rear and rear side windows?
- 5 Where is the correct jacking point on this vehicle?



Answers are on the last page.

LT400 copies - what's acceptable

We've recently realised there's confusion at some inspecting organisations regarding what's acceptable for presenting LT400s during a CoF inspection.

Here's the clarification you need:

- If an LT400 is entered into LANDATA, no copy of the LT400 is required.
- However, if you feel that LANDATA doesn't contain enough information for you to make decisions, you should request a copy of the LT400 from the certifier that issued it.
- If there is no entry recorded in LANDATA then the LT400 will be

required.

- Copies of the LT400 can be provided (if required) in either paper or email format.
- In May 2020, Waka Kotahi amended the VIRM to allow some inspection and certification documents to be presented electronically. This was to assist with contactless operations and the changes were permanent – aligning with the desire of many to reduce paper usage and storage.
- The 'duties and responsibilities' sections within several VIRMs were updated with information about the acceptance of emailed LT400s. You can find this

information as follows:

- In-service: **Introduction/3.1.1.8**
- Heavy vehicle specialist: **Introduction/3.1.1.6**
- Light vehicle repair: **Introduction/3.1.1.8**
- Entry: **Introduction/5.1.9**

The confusion is a result of the VIRM updates not carrying over to all relevant sections, ie for each component that requires an LT400. We're currently in the process of resolving this in the VIRM and you're likely to see more information or a link added to each section that refers back to the introduction text already in place.

Calibrating and maintaining your beam setter

We've noticed that sometimes IOs aren't maintaining or calibrating their beam setters properly.

An IO must maintain and/or calibrate their equipment as specified by the manufacturer. During our audits, we will inspect your equipment records for evidence of this maintenance. We will also check the equipment used to carry out inspections for evidence of maintenance and the condition it is in.

In the **Model Quality Management System** on the Vehicle Inspection Portal, section 5.3 describes the requirements needed to maintain your beam setter and other equipment.



5.3 Management of equipment

You have a coordinated approach to managing your equipment.

Your approach ensures that equipment is:

- available in sufficient numbers for the volume of inspection and certification work carried out by your business and the number of staff using the equipment
- stored as specified by the manufacturer(s) and in locations where you and your staff have easy access
- actually used by you and your staff for its intended purpose
- Maintained as specified by the manufacturer(s)
- calibrated as specified by the manufacturer(s), or as required by Waka Kotahi.

You keep an up-to-date *Equipment record* for each piece of equipment that requires regular maintenance or calibration.

Entry

Using the Reference field for site ID

From now on, when you are on the VIN Authority Allocation/ Confirmation screen in LANDATA, enter your site ID in the Reference field.

The VIRM will be updated soon to reflect this change, but you should be entering your site ID in the Reference field now.

WoF

WoF inspection 6 tonne extension - trial participation is restricted

Inspection News issue 9 introduced a trial that is underway allowing warrant of fitness vehicle inspectors to conduct CoF B inspections on vehicles up to 6 tonne.

We've had a small number of requests to join the trial. To clarify, this is an initiative brought to us by our Key Service Delivery Partners (KSDPs). The trial is underway with VINZ and VTNZ and is currently restricted to the KSDPs due to the following requirements:

- CoF B inspector required on site
- Necessary equipment for CoF B inspections is in place
- Training and development structure is in place
- Safety and training plans submitted and approved by Waka Kotahi.

Reviews will be conducted over the course of the trial.

The trial finishes at the end of October and we'll evaluate the outcome to assess whether the initiative can be formally established and rolled out to other interested providers.

Does it need a referral?

When a heavy vehicle comes in for its CoF, there are times where it needs to be referred to a heavy vehicle specialist certifier for inspection. This usually occurs when a LT400 has expired for a component or the vehicle is in obvious need of repair.

Over the past 18 months there's been an increase in the number of heavy vehicles being referred that don't actually require any certification.

A very common reason for referral is corrosion, especially where there is uncertainty about chassis rust heave. Please **follow the guidelines in the VIRM** if you are unsure whether a certifier needs to take a look. Familiarise yourself with the acceptable tolerances when it comes to identifying distortion in the chassis flanges caused by corrosion (rust heave). There are **diagrams in the VIRM** (copied on the right) that clearly show what to look for.

The criteria limit for chassis rust heave is $2t$ or 6mm maximum. An easy way to get an accurate measure is to use a 5.5mm or 6mm drill bit to help assess the gap between the chassis flanges.

When does a LT400 need to be issued?

An LT400 is required if a repair has been completed. This includes welding, cutting, replacing a section, removing rivets, or bolting flanges together.

A clean and treat is not a repair and doesn't require a LT400. However, usually a certifier has to clean the corrosion away to properly assess the area. It's expected that treatment would occur at the same time as best practice. A letter or statement from the HVSC is sufficient to cover an assessment that may include this treatment but not require repair. We suggest the HVSC includes the worst area (location) observed and the measurement at their inspection in the letter, this can also be recorded in LANDATA notes. The vehicle owner should retain a copy of this letter.

These letters should stay with the vehicle and be supplied to a CoF VI for future inspections to verify the current state compared to the assessment state. This will help the VI to determine whether further heave has occurred.

Hammering down of flanges

Hammering down of flanges is not best practice and is usually an attempt to conceal. If you come across this, it's likely to look like a deformity of the chassis rails at the flange and should be referred to a HVSC if you consider this has affected the vehicle's safety performance.

If it's done to follow HVSC instructions, it should be noted in the report or statement from the HVSC.

Trust your decision

We also encourage you to trust your decisions. If you think something is okay to pass but you're not 100% sure, get a second opinion from another CoF inspector or take photos and document why you made your decision. This will help to lesson the impact on the vehicle owner, the certifier and the extra time required for a recheck when unnecessary referrals are made.

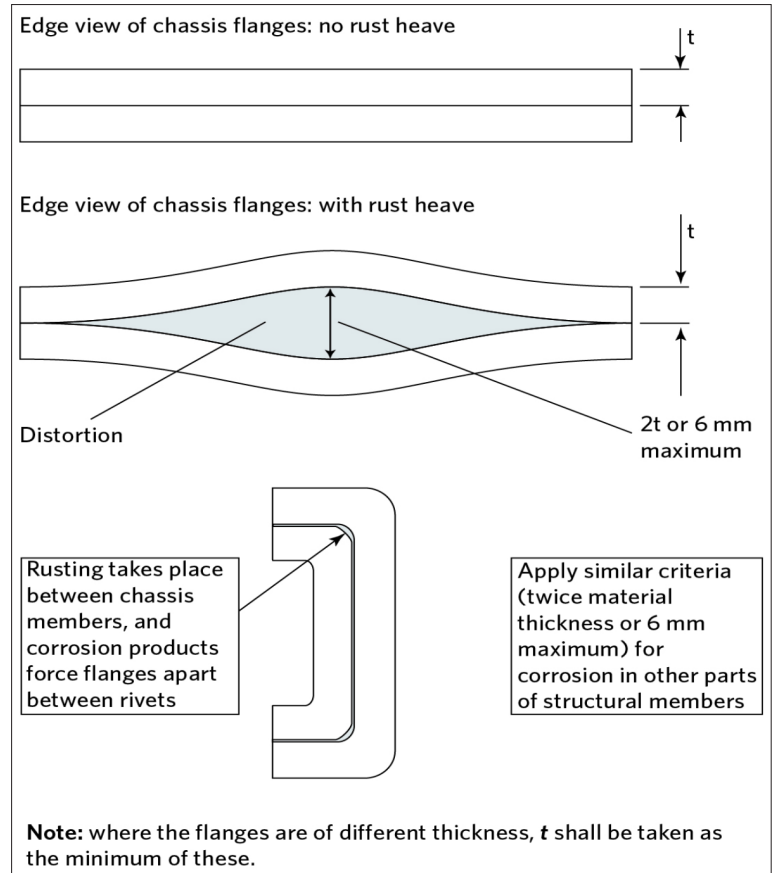


Figure 3-1-3. Rust heave limits (from VIRM: In-service certification)

Let us know when you make changes

If you change your company name, place of work, or decide to retire, make sure you let us know. You may also need to take steps to protect your identification details so only you can use them.

Here are some tips to remember:

General

- Protect your log-on details: the best protection is to enter your inspections yourself. If you use LANDATA you'll have a personal username and password. You must not share that with anyone.
- Keep your inspector ID private: this helps to ensure that no-one else can issue WoFs illegally under your ID. Your inspector ID is the short combination of letters you enter when you key an inspection. It's different to your authority number (or 'A' number). Your 'A' number is on your certificate of appointment, which is publicly available information.

Leaving or changing sites

- Send us a message to have your inspector appointment unassigned from the site you're leaving, or if leaving the industry, you should retire your appointment. If transferring to a new site, your details must be recorded under that inspecting organisation.
- If using LANDATA, consider changing your password when you change sites. While you shouldn't have shared it with anyone else, it's a simple way to add another layer of protection.

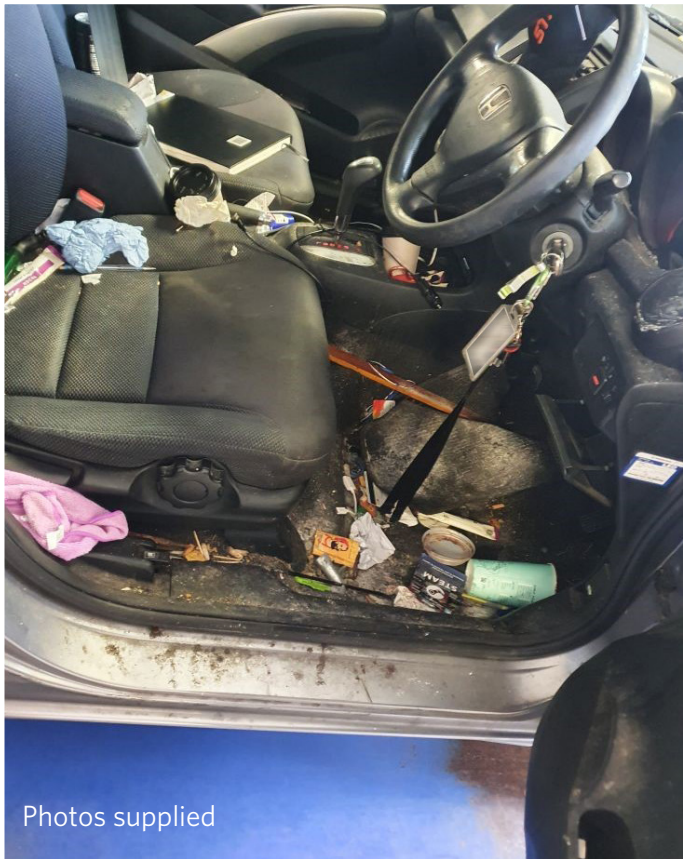
Changing company name, type or status

- Inform the NZ Companies Office of the change so you meet requirements for changing company details.
- Notify us of changes made to the Companies Register for your business and the applying organisation that may require updating. This is important as the Notice of Appointment is made to a specific company/organisation/sole trader/partnership.
- Let us know if you have any changes to the following:
 - Company name, number, and/or director, shareholders or person(s) running/in control of the company, as this may require fit and proper person checks. This includes any changes of ownership/management from one family member to another.

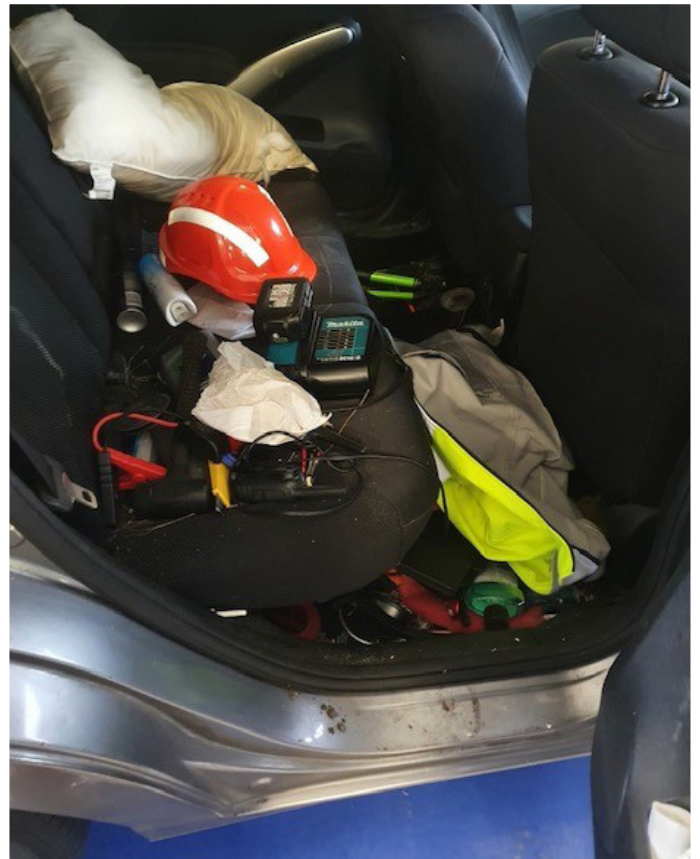
Please email vehicleinspections@nzta.govt.nz when you need to inform us of any changes to your VI or IO appointment.

What the...!

If you come across anything a bit dodgy, send in some pictures with your thoughts and tell us how you dealt with it. Just email inspectionnews@nzta.govt.nz with 'Inspection news' in the subject line.



Photos supplied



If you are presented with a car in this condition you are not required to inspect it. See **VIRM: In-service certification Introduction 3.5 3:**

The vehicle inspector or inspecting organisation may refuse to inspect a vehicle which:

- a) is presented in such a condition that inspection is unreasonably difficult or cannot be completed (components missing, covered in dirt, etc)

WoF quiz answers

1. 1 April 1994

1 Vehicle identification 1-1 VIN and chassis number

Reason for rejection 2

2. 150mm

7 Vehicle interior: 7-5 Seatbelts and seatbelt anchorages

Reason for rejection 13d

3. 150mm

5 Vision 5-1 Glazing Tables and images

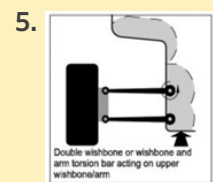
Figure 5-1-4

4. Front side

windows: 35%
Rear and rear side windows: 0%/no requirement

5 Vision 5-1 Glazing Tables and images

Figure 5-1-6



Technical bulletins (general) 4: Jacking points for common suspension types

For general enquiries or contact information about Waka Kotahi please visit www.nzta.govt.nz or email us at info@nzta.govt.nz

We welcome your feedback. Please send comments to inspectionnews@nzta.govt.nz

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