

VIRM: Entry certification amendment

1 October 2022 amendment preview

September 2022

Change summary

Change	Pages affected
VIN tampering reporting This change removes the requirement for a vehicle inspector to notify the NZ Police if a vehicle is identified as having a tampered VIN. The existing process of notifying Waka Kotahi remains, and they will notify NZ Police when necessary.	Pre-registration and VIN 1-1 Finding vehicle records Pre-registration and VIN 3-1 Assigning a VIN Pre-registration and VIN 3-2 Assigning a VIN to a registered vehicle Pre-registration and VIN 4-3 Damaged or missing VINs
Disability vehicles The following change has been made to clarify what a disability vehicle is and specify who can record it as a disability vehicle (the Low Volume Vehicle Technical Association at the time of modification certification, or the entry certifier).	Pre-registration and VIN 2-2 Vehicle attributes definitions
Reference field Entry VIRM updated to stipulate using the Reference field on the VIN Authority Allocation/Confirmation screen of LANDATA to record the site authorisation number where the vehicle is inspected.	Pre-registration and VIN 2-1 recording vehicle attributes Pre-registration and VIN 2-2 Vehicle attributes definitions
Acid wash Vehicles that have had acid wash treatment should be sent to repair certifiers for assessment. This change will provide stop potentially weakened vehicle structures from being passed into service without proper assessment.	Inspection and certification 3-4 Threshold for repair certification Technical bulletin 49: Acid wash process on used imports

Pre-registration and VIN

1-1 Finding vehicle records

1.4 VIN, chassis or frame number not found, or modified/tampered with

For all vehicles, if the VIN, chassis or frame number cannot be located or the identifier that has been located appears to have been modified, removed, tampered with, or appears to be a reproduction, an entry certifier must:

~~1. complete a 'Vehicle report' form (Reference material 54) and email it to NIC@police.govt.nz, and~~

1. complete a **VIN approval request form (CA01)** and forward to:

Exemptions and Registers Integrity
 Waka Kotahi NZ Transport Agency
 Private Bag 11777
 Palmerston North 4442

Email: assessments@nzta.govt.nz

2-1 recording vehicle attributes

Table 2-2-1. Vehicle attribute requirements by vehicle type

Key	
M	Mandatory

Attributes	Vehicle type												
	01	02	03	04	05	06	07	08	09	10	11	12	13
Reference	M	M	M	M	M	M	M	M	M	M	M	M	M

2-2 Vehicle attributes definitions

31 Special permit codes

There are several special permit codes that may be recorded against a vehicle. If the vehicle is a left-hand drive vehicle, the appropriate code must be recorded in the first 'special permit code' field (see [Table 5-3-1](#) for valid special permit codes for left-hand drive vehicles). Other special permit codes include:

- **IM** – Immigrants Vehicle
- **MS** – Motorsport vehicle
- **SP** – Special interest vehicle
- **DV** - Disability vehicle as defined in the Land Transport (Clean Vehicle Discount Scheme Charges) Regulations 2022.

A disability vehicle permit may be entered into the system by either the Low Volume Vehicle Technical Association at the time of modification certification, or by the entry certifier.

Disability vehicle means light vehicle that is used for the transportation of a person with a disability and is modified to do either or both of the following:

- Enable a person in a wheelchair to safely enter and exit the vehicle and enable the person and the wheelchair to be safely restrained while the vehicle is moving:
- Provide a person in a wheelchair or of limited mobility with assistance to enter and exit the vehicle through the use of a swivel or swing out seat.

35 Reference field

Site Authorisation Number where the inspection is being conducted.

3-1 Assigning a VIN

1.1 Valid VIN

If the identifier entered in the escape field of the 'VIN authority allocation/confirmation' screen is a valid VIN, the 'VIN allocation' screen will display with message 'Valid VIN entered'. The identifier will display in the VIN field.

The entry certifier must check, correct and complete all vehicle details required for the vehicle type.

If there is a substantial difference ([Note 1](#)) in any of the vehicle attributes listed below between the vehicle attributes displayed and the actual vehicle presented, complete a [VIN approval request form \(CA01\)](#) and email a copy to assessments@nzta.govt.nz ~~'Vehicle report' form (Reference material 54)~~ and email it to the NZ Police (NIC@police.govt.nz).

• Make	• Fuel type	• Year of manufacture
• Model	• Vehicle type	• Year of first registration
• Submodel		

Do not alter the displayed vehicle details without approval from Waka Kotahi.

Contact Waka Kotahi on 0800 804 580 and select option 4 - inspections.

3-2 Assigning a VIN to a registered vehicle

Most motor vehicles have had some form of chassis number assigned to them. Where chassis numbers or VINs are missing or where the LANDATA chassis number does not match the actual chassis number, the vehicle may have been stolen or involved in a major accident at some point in its life. Because of this, you are required to complete a **VIN approval request form (CA01)** and email a copy to assessments@nzta.govt.nz ~~‘Vehicle report’ form (Reference material 54) and email it to the NZ Police (NIC@police.govt.nz)~~

4-3 Damaged or missing VINs

Table 4-3-1. Matching details when affixing/re-affixing a VIN

Vehicle presented	LANDATA vehicle record	Approval from Waka Kotahi	Action
✓	✓	✓	Affix the VIN to the vehicle. A note, such as ‘VIN plate re-affixed’, must be added to the vehicle record.
✓	✓	✗	There may be an error on the approval. Refer the vehicle owner to Waka Kotahi. Do not continue.
✓	✗	✓	An incorrect VIN has been entered in LANDATA. Type the correct VIN in the VIN/chassis field of the ‘VIN allocation’ screen and transmit.
✗	✓	✓	Complete a ‘Vehicle report’ form (Reference material 54) and email the NZ Police. Ensure that a clear, verifiable identity of the person presenting the vehicle is available. Do not continue to process until approval is obtained from Waka Kotahi. Type >C< into the escape field and transmit to cancel the transaction.

Inspection and certification

Vehicles that have had acid wash treatment should be sent to repair certifiers for assessment.

This change will provide stop potentially weakened vehicle structures from being passed into service without proper assessment.

3-4 Threshold for repair certification

Repaired damage

A vehicle must be referred to a specialist repair certifier if signs of repair, rust prevention, acid wash (see [Technical bulletin 49: Acid wash process on used imports](#)) or under-sealing to any part of the vehicle structure are evident (for exceptions to this requirement see [Technical bulletin 44: Rust prevention or under-sealing on late model cars from the UK](#)) (for rust heave on heavy vehicle chassis refer to [Figure 3-4-4](#)).

Technical bulletins

Technical bulletin 49: Acid wash process on used imports

Vehicle inspection requirements manuals reference:

- [3-4 Threshold for requiring specialist repair certification](#)

Background

Acid washing is a treatment being used to repair corrosion in vehicles, in particular the underbody structure and components.

The process involves the use of a chemical mix containing an acid base liquid, phosphoric acid is commonly used, to remove corrosion and treat the metal area. The following photos show examples of visible signs of acid wash repair.





Visible signs of an acid wash repair include:

- The area has been cleaned and a clear topcoat, or no topcoat applied
- A white residue is noticeable in joints, seams, or coming through underseal/topcoats
- Corrosion is still visibly active in an area that has been treated

An area of metal that has not been acid washed correctly will continue to degrade within a short time and can be detrimental to the vehicle structure.

Application

When visible signs of acid wash repair as described above are observed by an inspector at an entry compliance inspection the vehicle must be failed and referred to a Repair Certifier for assessment.

The threshold for requiring repair certification instructs 'A vehicle must be referred to a specialist repair certifier if signs of repair, rust prevention, acid wash or under-sealing to any part of the vehicle structure are evident'. The repair certifier will assess the repair and decide if it requires remedial work and a *Light vehicle repair record of certification* (LT308) issued, or if the repair is acceptable a *No repair certification required declaration – light vehicle* (LT307) issued.