

Important information for CoF vehicle inspector applicants

This document provides a summary of what is required when applying to become one of our appointed vehicle inspectors (VI) for certificate of fitness (CoF) service delivery.

REQUIREMENTS	DETAILS	SUPPORTING DOCUMENTATION AND LINKS
Where do I send my application?	Completed application forms need to be sent to Commercial Licensing Team - Inspectors NZ Transport Agency Private Bag 11777 Palmerston North 4442 Alternatively scan and email the application form to vehicleinspections@nzta.govt.nz	DOWNLOAD >> COF VEHICLE INSPECTOR APPLICATION FORM
Accepting conditions and requirements	Submitting an application to the NZ Transport Agency will amount to acknowledgement and acceptance of the conditions and requirements of the appointment.	
Incomplete applications	We can only process your application if you complete the form accurately,	

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	<p>provide all the required documentation and pay the application fee.</p> <p>If you submit an incomplete application or do not pay the fee your application will be delayed.</p>	
Fees and payment	<p>The fee for applying to become a CoF vehicle inspector is \$494.50 (including GST).</p> <p>The options for paying your fees are: sending in a cheque with your application, providing your Visa, MasterCard or Debit Visa/MasterCard details on the application form or calling us and paying over the phone via Visa, MasterCard or Debit Visa/MasterCard.</p> <p>Full payment details are listed on the application form.</p>	<p>For more information on the new vehicle certification administration fees go to www.nzta.govt.nz/vehicle-cert-fees or read the following documents.</p> <p>DOWNLOAD >> VEHICLE CERTIFICATION ADMINISTRATION FEES GUIDE</p> <p>DOWNLOAD >> VEHICLE CERTIFICATION ADMINISTRATION FEES QUESTIONS AND ANSWERS</p>
Pre-requisites	<p>CoF-A</p> <p>In order to apply for CoF-A authority, you must first be an approved inspector for warrants of fitness (WoFs). You will be asked on the application form to confirm your NZ Transport Agency authority number.</p> <p>MITO certificate in vehicle inspection</p> <p>When considering your application to become a CoF vehicle inspector, the Transport Agency will take into account whether you have completed and passed the Motor Industry Training Organisation (MITO) <i>NZ certificate in vehicle inspection</i>.</p> <p>Roller brake machine training</p>	<p>DOWNLOAD >> GUIDE TO MITO CERTIFICATE IN VEHICLE INSPECTION</p>

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	<p>If you are applying to become a CoF B vehicle inspector, the Transport Agency will also take into account whether you have completed roller brake machine (RBM) training provided by an approved Transport Agency training provider.</p>	
<p>Fit and proper check</p>	<p>We will conduct a fit and proper police check on everyone who applies to be a vehicle inspector.</p> <p>We reserve the right to conduct a fit and proper check at any time during the course of your appointment.</p>	<p>DOWNLOAD >> FIT AND PROPER PERSON GUIDELINES FOR INSPECTING ORGANISATIONS AND VEHICLE INSPECTORS.</p>
<p>Application requirements for inspecting organisation endorsed applicants (application form VI5A)</p>	<p>For applications endorsed by an inspecting organisation (application form VI5A), the inspecting organisation is required to declare that you:</p> <ul style="list-style-type: none"> • meet the criteria found in the Introduction of the <i>Vehicle inspection requirements manual: In-service certification</i>, section 6, Appointments • have attained the MITO NZ <i>certificate in vehicle inspection</i> • are suitably qualified and experienced (you are not required to supply copies of certificates or references to us) • have read and understand the <i>NZ Transport Agency vehicle inspector code of conduct</i>. 	<p>http://vehicleinspection.nzta.govt.nz/virm/s/in-service-wof-and-cof/introduction/appointments</p> <p>DOWNLOAD >> GUIDE TO MITO CERTIFICATE IN VEHICLE INSPECTION</p> <p>DOWNLOAD>> VEHICLE INSPECTOR CODE OF CONDUCT</p>
<p>Application requirements for unendorsed applications (application form VI5B)</p>	<p>For unendorsed applications, as the applicant you are required to:</p> <ul style="list-style-type: none"> • include copies of relevant qualifications. <ul style="list-style-type: none"> ○ If you have overseas qualifications you must apply to the NZ Qualifications Authority (NZQA) to have your qualifications assessed. 	<p>www.nzqa.govt.nz</p>

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	<p>Once you have completed this process and received the assessment report you must include this with your application</p> <ul style="list-style-type: none"> ○ All New Zealand qualifications must have the NZQA emblem on all certificates. If they don't, please contact NZQA on 0800 697 296 and ask for tertiary Records ● provide references from previous or current employers <ul style="list-style-type: none"> ○ include the dates (dd/mm/yyyy) you were employed, clearly detailing the full mechanical repairs you carried out in each position. This includes any overseas references you may have ● call us on 0800 699 00 extension 8212 to discuss what you are required to provide if you have been self-employed. ● confirm the details of a Transport Agency-approved inspecting organisation at which you can complete the theory and practical assessment. 	
<p>Code of conduct for vehicle inspectors</p>	<p>You must sign and abide to the <i>NZ Transport Agency vehicle inspector code of conduct</i>, which provides the minimum ethical and behavioural standards that are expected of all VIs whom we appoint.</p> <p>You will be asked to sign a code of conduct when you have passed your practical assessment conducted by the Transport Agency.</p>	<p>DOWNLOAD>> VEHICLE INSPECTOR CODE OF CONDUCT</p>
<p>Transferring sites</p>	<p>If you transfer sites, you must advise the Transport Agency by completing a <i>Vehicle inspector transfer form</i>.</p>	
<p>Conflict of interest</p>	<p>Financial interest</p>	<p>DOWNLOAD >> CONFLICT OF INTEREST</p>

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	<p>Vehicle inspectors can't inspect vehicles that they have a financial interest in. The only exception to this is a vehicle that the inspecting organisation is primarily using for the purpose of delivering inspection and certification services.</p> <p>Other conflicts of interest</p> <p>The terms of your appointment require you to avoid situations that may lead to conflicts of interest. The most common situations are likely to be where friends and family are involved.</p> <p>Repairs and servicing</p> <p>You are permitted to carry out repairs and servicing in respect of a vehicle you are inspecting, provided that there is no conflict of interest.</p>	<p>SCENARIOS</p>
<p>Compliance with the rule</p>	<p>You must carry out inspection and certification activities in accordance with Land Transport Rule: Vehicle Standards Compliance 2002 and the conditions and requirements imposed by the Transport Agency under this rule. Imposed conditions and requirements are included in the <i>Vehicle inspection requirements manual: In-service certification (VIRM)</i>.</p>	<p>http://vehicleinspection.nzta.govt.nz/virm/s/in-service-wof-and-cof/introduction/appointments</p>
<p>Re-appointment process</p>	<p>Your appointment as a vehicle inspector is for a three-year term, at which time you will be considered for reappointment for a further three years.</p>	
<p>Performance monitoring and review process</p>	<p>The current IO and VI auditing system incorporating the performance review system (PRS) is finishing on 30 November 2014. We are replacing it with a new performance monitoring and review process that takes account of and targets to risk.</p> <p>You are required participate in this process and agree to our transport officers completing performance review and assessment activities on a regular basis,</p>	<p>The performance monitoring and review process:</p> <ul style="list-style-type: none"> • targets our resources at IOs and VIs that are identified as higher risk • encompasses quality management,

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	<p>often without prior notification.</p>	<p>inspection processes and technical requirements</p> <ul style="list-style-type: none"> • ensures regular assessments of all VIs • replaces scheduled visits with unannounced visits • involves more targeted output inspections of vehicles by transport officers • requires IOs to operate a QMS which may be their existing PRS.
<p>More information</p>	<p>If you have any questions regarding the application process for CoF vehicle inspectors please refer to www.nzta.govt.nz/cof. Alternatively you can email info@nzta.govt.nz or call 0800 699 000.</p>	