

Correct as at 8th December 2021. It may be superseded at any time.

Extract taken from: NZTA Vehicle Portal > Applications > Inspecting organisation applications (WoF & CoF)

Inspecting organisation applications (WoF & CoF)

Note: Any applications made after 1 January 2021 for appointment as a new inspecting organisation (IO) will be subject to a defined appointment term of up to five years. This decision brings warrant of fitness (WoF) and certificate of fitness (CoF) appointments for inspecting organisations in line with other IO authorities Waka Kotahi appoint, particularly within the following sectors: heavy vehicle specialist IOs, border IO and used light entry inspection and certification IOs.

Are you applying for a new inspecting organisation appointment (WOFIO, COFIO forms) and/ or additional inspecting organisation sites (IOADD form)?

If you are submitting a WOFIO, COFIO or IOADD form, the following applies to the processing of your application.

Application submitted to Waka Kotahi

You will receive an acknowledgement of your application.

Fit and proper person assessment

- Waka Kotahi is now completing fit and proper person assessments for all directors/partners associated to an application (and shareholders on a case-by-case basis).
- We are in the process of updating our application form to include an additional consent form to complete.
- In the meantime, once your application is received we will send you a fit and proper person check and disclosure consent form that all directors/partners must complete and send back to us for your application to be accepted.
- If these forms are not returned to us within a reasonable timeframe the application will be considered incomplete and will be returned to you.
- You can also download the [Fit and proper person guidelines](#).

Application timeframe

- Applications are processed in the order they are received and confirmed as complete.
- The processing timeframe for your application will begin once your complete application form and all applicable fit and proper person check consent and disclosure forms have been received.
- There are many factors that can impact on the time taken to assess an application, such as the need to seek additional information or evidence.
- To minimise potential delays, submit all evidence of qualifications, skills, experience and references with your application.
- Further information about current application timeframes will be sent to you once your application is received.
- All application timeframes are estimates only.

Note: Expect longer timeframes for IO applications to be processed than usual and factor this into your business planning.

Your application will be assessed

Important: All applications are assessed on a case-by-case basis and on the circumstances presented in your application. If any changes occur while your application is being considered, you **must** advise Waka Kotahi immediately. Significant changes to an application may require a new application. Changes you must advise us of include (but are not limited to):

- Changing the legal entity you are applying for appointment as (sole trader, partnership or company)
- Adding/removing partners (in a partnership) or directors (in a company)
- Changing your IO representative
- Changing your site representative
- Adding/removing vehicle inspectors
- Changing your site address

Failure to notify us of changes may result in significant delays.

Internal assessment

- Waka Kotahi undertakes a rigorous assessment of your application which includes (but is not limited to)
 - Fit and proper person assessment of the IO representative and directors/partners (and shareholders on a case-by-case basis).
 - Conflict of interest and financial interest checks.
 - Assessment of the ability and competence of the organisation, including the directors/partners (as applicable), IO representative, site representative, vehicle inspectors and any other person likely to be involved in the inspection business.
 - Verification of qualifications and references.
 - Reviewing the performance history associated to any person involved in the applying organisation.
- We may also need to interview you and/or others in the organisation at this stage of the process. If this is required we will contact you to request this (we may also for efficiency undertake a site assessment at the same time, but this **does not** indicate your application has been approved - the results of the visit will be referred to Vehicle Inspections for final consideration).
- If your application is assessed as not meeting the requirements of the Land Transport Rule: Vehicle Standards Compliance 2002 you will be notified in writing with the reasons for this, and you will have the opportunity to make submissions.
- Alternatively, your application may progress to the next stage of the application process as follows.

External assessment (site visit)

- If the assessment of your application determines that your application can progress to the next stage of the process, a certification officer will contact you to arrange this.
 - This stage of the process may include (but is not limited to) some or all of the following:
 - Visiting your site
 - Checking your site meets minimum equipment requirements
 - Discussing the Notice of appointment and Quality Management System with you
 - Conducting a vehicle inspector assessment
 - Having a site that meets minimum inspection requirements does not mean your application will be approved
 - The outcome of the external assessment will be referred back to the Vehicle Inspections team for consideration
 - If any concerns or changes are identified at this stage of the process, **they must be considered, which could significantly delay the processing timeframe for your application and affect the outcome.** Concerns or changes to an application may relate to:
 - Changes to staff (IO representative, site representative, vehicle inspectors)
 - Your understanding of the responsibility you would hold as an IO, including your understanding of the VIRM, Notice of appointment and Quality Management System
 - Site requirements

Site requirements - other information

- Your site does not need to meet all requirements when you submit your application.
- You can wait for the outcome of the internal assessment stage of the process assessment before ensuring your site meets requirements. Please let us know if you want to take this option.
- Your site must meet all requirements by the agreed date of the external visit.
- Having a site that meets minimum inspection requirements does not mean your application will be approved.
- Our certification officer will refer the findings of the site visit to the Vehicle Inspections team, who will consider all other aspects of your application and determine whether the organisation can be appointed as an IO.

Application information (CoF)

Note: Expect longer timeframes for IO applications to be processed than usual and factor this into your business planning.

Requirement	Details
Where do I send my application?	<p>Completed application forms need to be sent to:</p> <p>Provider Licensing Waka Kotahi NZ Transport Agency Private Bag 11777 Palmerston North 4442</p> <p>Alternatively you can scan and email the application form to vehicleinspections@nzta.govt.nz</p>
Incomplete applications	<p>We can only process your application if you complete the form accurately, and provide all the required documentation.</p> <p>If you submit an incomplete application this will delay the process. We will contact you advising you of what is required before we can continue with processing.</p>
Fees and payments	<p>The fee for applying to become a CoF inspecting organisation is \$1437.50 (including GST).</p> <p>The fastest way to pay is by Visa or MasterCard over the phone. We can call you to take payment once we've confirmed your application is complete. Alternatively, you can request an invoice with further details about how to pay.</p> <p>Please be aware that we can't start working on your application until we've received payment.</p> <p>If you already hold an appointment as an inspecting organisation:</p> <ul style="list-style-type: none"> • the application fee is charged at an hourly rate of \$184.00 (GST inclusive). • there is a minimum charge of \$184.00 (one hour). • we'll send you an invoice for payment once we've completed your application. • details about how to pay will be on the invoice. <p>For more information on fees see our Vehicle certification and administration fees guide.</p>

Requirement	Details
<p>Notice of appointment</p>	<p>The <i>Notice of appointment</i> outlines all of the legally-enforceable obligations of an appointed inspecting organisation (IO).</p> <p>You should ensure you have read and understood these obligations prior to making an application for appointment.</p> <p>The appointment as an IO is made to the legal entity under which the organisation operates. A legal entity can be a registered company, a registered partnership or a sole trader.</p> <p>Upon approval of your application you will be sent a <i>Notice of appointment</i> and a <i>Certificate of appointment</i> for your IO.</p> <p>From 1 January 2021, any new applications for appointment as an IO will be subject to a defined appointment term of up to five years. Your appointment remains in force until that term expires unless suspended or revoked, or where the legal entity to which the appointment is made no longer exists. You can also resign your authority if you are no longer conducting inspection services.</p> <p>Download</p> <ul style="list-style-type: none"> • Sample Notice of appointment
<p>History with Waka Kotahi</p>	<p>When applying to be a COF IO, an inspecting organisation must demonstrate a high level of competence, experience, and capability indicating they can operate effectively in the vehicle and compliance environment.</p> <p>The assessment of applications to be a COF IO will include a review of the IOs performance over a number of performance reviews. To demonstrate a high level of competence, experience and capability, an IO must have demonstrated to a consistently high performance through their performance review history.</p> <p>Does my history as a WoF IO affect my application to become a CoF IO?</p> <p>Yes, Waka Kotahi will be considering the performance review system (PRS) scores of WoF IOs and any complaints history as part of their application.</p> <p>Is there a minimum PRS score for being approved as a CoF IO?</p> <p>Yes, to be approved as a CoF IO, existing WoF IOs will need a PRS score of 3.</p> <p>Why was a PRS score of 3 chosen as a requirement for WoF IOs to become a CoF IO?</p> <p>Because moving from WoF to CoF-A is a big step up in responsibility and involves inspecting light passenger vehicles for hire and reward, the PRS requirement has been set at 3.0 to ensure that only IOs with a proven track record of delivering inspection services to the standard we require are approved to become CoF-A IOs.</p>
<p>Fit and proper person check</p>	<p>We will conduct a fit and proper police check on the directors of prospective IOs. We reserve the right to conduct a fit and proper check at any time during the course of your appointment.</p> <p>Download</p> <ul style="list-style-type: none"> • Fit and proper person guidelines
<p>Site requirements</p>	<p>As part of the IO application process, one of our transport officers will visit and assess your site(s).</p> <p>Their assessment may include some of the following items depending on the site and how it is being used by the IO:</p> <ul style="list-style-type: none"> • checking the site and equipment • witnessing an inspection of the largest vehicle you intend to inspect • checking your quality management system (QMS) • conducting practical testing for VIs • recording any restrictions on the types of vehicle to be inspected • discussing the NZ Transport Agency vehicle inspector code of conduct <p>You have the option of awaiting the outcome of your application assessment prior to your site being ready for the site assessment stage. We will contact you to arrange a time for the site assessment. Your site should be ready for this site inspection within 1 month of being advised of the outcome of your application assessment.</p> <p>Download</p> <p>Site requirements for warrant of fitness and certificate of fitness service delivery</p> <ul style="list-style-type: none"> • See also the VIRM Inspection premises and equipment section.

Requirement	Details
<p>Skills and experience</p>	<p>Applications will be assessed for demonstration of ability, experience and competence relevant to the application. This includes:</p> <ul style="list-style-type: none"> • performance history of your organisation • any complaints recorded against your organisation, • any suspension or revocation of vehicle inspector (VI) and/or IO authority within your organisation • your skills and experience relating to: <ul style="list-style-type: none"> ◦ running a business ◦ management of documentation and staff ◦ managing compliance to regulatory requirements or performance standards, or any responsibility relating to the upkeep and auditing of documentation. <p>We will also be assessing your understanding of the responsibilities of operating an inspecting organisation, including the quality management system (QMS) and how you would effectively implement a QMS at your inspection site.</p> <p>The application form requires you to provide information which demonstrates your understanding and the approach you would take to implementing and maintaining a QMS.</p>
<p>Quality management system</p>	<p>You are required to have an operational QMS that meets our requirements. Having a QMS will help ensure that vehicle inspection and certification outcome standards are maintained or improved.</p> <p>Inspecting organisations may adopt the Waka Kotahi model QMS or use any QMS that meets our requirements. The model QMS and details of the requirements for a QMS are found in the following documents:</p> <ul style="list-style-type: none"> • Quality Management System Requirements for CoF and WoF Inspecting Organisations • Model Quality Management System for CoF and WoF Inspecting Organisations
<p>Performance monitoring and review process</p>	<p>The previous IO and VI auditing system incorporating the performance review system (PRS) finished on 30 October 2014. We replaced it with a new performance monitoring and review process that takes account of and targets to risk.</p> <p>You are required to participate in this process and agree to our transport officers completing performance review and assessment activities on a regular basis, often without prior notification.</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, inspection processes and technical requirements • 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 your existing PRS.
<p>Performance requirements</p>	<p>Certificate of fitness</p> <p>The area of CoF inspections carries the highest level of risk and responsibility within in-service vehicle certification.</p> <p>An organisation applying for appointment as a CoF A or a CoF B inspecting organisation must demonstrate a high level of competence, experience, and capability indicating an ability to operate effectively in the vehicle and compliance environment of CoF inspection services.</p> <p>CoF A - In addition to the above, there are requirements specific to an application for appointment as a CoF A inspecting organisation. These are:</p> <ul style="list-style-type: none"> • Your organisation must be an existing in-service inspecting organisation, currently appointed for WoF and/or CoF B inspections. • Your inspecting organisation must demonstrate willing compliance to all regulatory requirements • The following minimum performance standards must be met to be eligible for CoF A: <ul style="list-style-type: none"> ◦ Your inspecting organisation must have received a performance monitoring review within 6 months prior to your application. In this review your organisation must have demonstrated performance rated as 'compliant'. ◦ if your organisation has received a 'non-compliant' performance and monitoring review and subsequently achieved a 'compliant' outcome from the necessary follow-up review, you may be required undergo a further performance monitoring review no sooner than 3 months following your 'compliant' follow-up review. <p>All performance and monitoring reviews required for the purpose of achieving performance standards to be eligible for appointment for CoF A will be at your cost, charged at the hourly rate of \$184 per hour.</p> <p>To arrange a performance and monitoring review please email vehicleinspections@nzta.govt.nz.</p>

Requirement	Details
Conflict of interest	<p>Guiding principles</p> <p>Financial interest</p> <p>Under the terms of your <i>Notice of appointment</i>, you cannot inspect a vehicle if you have a 'financial interest' in the operation of that vehicle. The only exception to this is a vehicle that you are primarily using for the purpose of delivering inspection and certification services.</p> <p>Other conflicts of interest</p> <p>The terms of your <i>Notice of appointment</i> require you to avoid situations that may lead to conflicts of interest. However, you must also show, in your quality management systems, how you will manage any conflicts. The most common situations are likely to be where friends and family are involved.</p> <p>Repairs and servicing</p> <p>In-service IOs are permitted to carry out repairs and servicing in respect of a vehicle you are inspecting, provided that there is no undisclosed conflict of interest.</p> <p>Examples</p> <p>To help you understand your obligations around conflict of interest, we've put together some guiding principles and some examples of situations you may find yourself in, together with some high-level guidance about what you need to do to in these situations.</p> <p>You should not treat these examples as definitive – each situation will depend on its own circumstances. If in doubt, you should contact Waka Kotahi for guidance.</p> <p>In your application you must demonstrate your understanding of conflict of interest and specify how you'll manage actual and/or potential conflict of interest at your organisation.</p> <p>Download</p> <ul style="list-style-type: none"> • Conflict of interest scenarios
Responsibilities for vehicle inspectors	<p>Culture of willing compliance</p> <p>As an IO, you are required to develop and foster a culture of willing compliance, a key aim of which is to ensure that all staff involved in the certification process consistently meet our requirements.</p> <p>VI skills, qualifications and experience</p> <p>IOs need to confirm that the VIs who will be conducting inspections on your behalf have the required technical skills, qualifications and work history and experience as outlined in the Vehicle inspection requirements manual (VIRM), prior to submitting an application. This includes reference checking.</p> <p>VI code of conduct</p> <p>IOs must ensure that their VIs understand and abide by the NZ Transport Agency vehicle inspector code of conduct, which provides the minimum ethical and behavioural standards that are expected of all VIs whom we appoint.</p> <p>Download</p> <ul style="list-style-type: none"> • Vehicle inspector code of conduct
IT system requirements	<p>You will be required to access our computer system to enter your CoF inspection results. Once you have been approved to access the computer system, we will provide you with instructions explaining how to access and use it.</p> <p>To connect to our computer systems, you must operate Windows 7, 8.1 or 10 and run a web browser of Internet Explorer 11 (IE11) to connect. These are the only operating systems that are supported by Waka Kotahi to ensure security to our systems.</p> <p>If you are an existing WoF IO you will need to move onto the LATIS system.</p> <p>Certificate of loading printer</p> <p>You may need a label printer to print the <i>Certificates of loading</i> – once approved you will be advised the suppliers of the printers. The approximate cost of these is \$2000.</p> <p>Dot matrix printer</p> <p>CoF B vehicle inspectors will need a continuous form dot matrix printer for pre-printing check sheets from LANDATA. This printer needs to be able to print on a form that is 240mm wide and 297mm deep, and be able to print 70 lines per page.</p> <p>These printers can be purchased from most stationery suppliers.</p> <p>Important: As an IO, it is your responsibility to ensure that your printer will work with Waka Kotahi systems. Please work with your printer provider for correct installation and set up.</p>
Insurance requirements	<p>You are required to have civil liability and professional indemnity insurance in place at all times during the period of your appointment.</p> <p>A minimum level cover of \$1 million shall be required in respect of each insurance policy.</p>

Requirement	Details
Confidentiality of information	<p>You must ensure that the security and confidentiality of our system is maintained.</p> <p>This means that any information held on, or provided to you by the system must be treated as confidential information and may only be used, or disclosed to any person (including employees, contractors or agents of your organisation) where such use or disclosure is for the purpose of carrying out Waka Kotahi activities.</p>
Blue Star direct debit authority	<p>Blue Star are the providers of stationery (including WoF and CoF labels) for approved inspecting organisations.</p> <p>Please download, completed and return the Blue Star direct debit authority form with an original printed deposit slip.</p> <p>Download</p> <ul style="list-style-type: none"> • Blue Star direct debit authority form
For more information	<p>If you have any questions regarding the application process for WoF or CoF inspecting organisations please email vehicleinspections@nzta.govt.nz or call 0800 699 000.</p>
FAQ	<p>Does my history as a WoF IO affect my application to become a CoF IO?</p> <p>Yes, Waka Kotahi will be considering the performance review system (PRS) and quality management system (QMS) scores of WoF IOs and any complaints history as part of their application.</p> <p>Can I get the site approved first and then get a vehicle inspector?</p> <p>No. Appointment as an IO will not be made without a vehicle inspector. This is because we must assess the ability and experience of the person who will complete the inspection work, as part of your IO application.</p> <p>What if I don't have a vehicle inspector?</p> <p>We can partially assess your application and let you know if it is likely to progress once a vehicle inspector is obtained.</p> <p>Make sure you include information in your application about the type of inspector you intend to employ (eg number of years' experience in the mechanical industry, number of years' experience in the inspection industry and any other qualities you would look for in an inspector).</p> <p>If the rest of your application is suitable we will contact you to confirm this. You will be expected to provide information about your vehicle inspector within one month of this contact.</p> <p>Your application will not be progressed to the site assessment stage of the process until we have assessed your proposed vehicle inspector.</p> <p>What if I have a person who is applying to become a vehicle inspector, or my vehicle inspector's authority has lapsed?</p> <p>We can partially assess your application and let you know if it is likely to progress once that person becomes a vehicle inspector or their authority is renewed.</p> <p>If the rest of your application is suitable we will contact you to confirm this. Your proposed vehicle inspector will be expected to become an inspector or renew their authority within one month of this contact. Any vehicle inspector practical tests will ideally be arranged for the same time as the site assessment.</p> <p>What happens if my vehicle inspector(s), IO representative or site representative changes before my application is complete?</p> <p>You must advise us immediately of any changes so we can assess the new circumstances of your application.</p> <p>If our company is appointed as an IO and the IO representative changes, do we have to reapply?</p> <p>Appointment as an IO is made to a legal entity (company, partnership or sole trader). As long as the legal entity remains the same, the IO representative can change and no new application is currently required.</p>

Application information (WoF)

Note: Expect longer timeframes for IO applications to be processed than usual and factor this into your business planning.

Requirement	Details
Where do I send my application?	<p>Completed application forms need to be sent to:</p> <p>Provider Licensing Waka Kotahi NZ Transport Agency Private Bag 11777 Palmerston North 4442</p> <p>Alternatively you can scan and email the application form to vehicleinspections@nzta.govt.nz</p>

Requirement	Details
Incomplete applications	<p>We can only process your application if you complete the form accurately, and provide all the required documentation.</p> <p>If you submit an incomplete application this will delay the process. We will contact you advising you of what is required before we can continue with processing.</p>
Fees and payments	<p>The fee for applying to become a WoF inspecting organisation is \$1437.50 (including GST).</p> <p>The fastest way to pay is by Visa or MasterCard over the phone. We can call you to take payment once we've confirmed your application is complete. Alternatively, you can request an invoice with further details about how to pay.</p> <p>Please be aware that we can't start working on your application until we've received payment.</p> <p>If you already hold an appointment as an inspecting organisation:</p> <ul style="list-style-type: none"> • the application fee is charged at an hourly rate of \$184.00 (GST inclusive). • there is a minimum charge of \$184.00 (one hour). • we'll send you an invoice for payment once we've completed your application. • details about how to pay will be on the invoice. <p>For more information on fees see our Vehicle certification and administration fees guide.</p>
Fit and proper person check	<p>We will conduct a fit and proper police check on the directors of prospective IOs. We reserve the right to conduct a fit and proper check at any time during the course of your appointment.</p> <p>Download</p> <ul style="list-style-type: none"> • Fit and proper person guidelines
Blue Star direct debit authority	<p>Blue Star are the providers of stationery (including WoF and CoF labels) for approved inspecting organisations.</p> <p>Please download, completed and return the Blue Star direct debit authority form with an original printed deposit slip.</p> <p>Download</p> <ul style="list-style-type: none"> • Blue Star direct debit authority form
Notice of appointment	<p>Once your application has been approved you will be sent a <i>Certificate of authorisation</i> along with a <i>Notice of appointment</i>. During your site assessment, a Certification Officer will go through the Notice of appointment with you.</p> <p>The <i>Notice of appointment</i> will outline all of your obligations as an appointed inspecting organisation. From 1 January 2021, any new applications for appointment as an IO will be subject to a defined appointment term of up to five years. Your appointment remains in force until that term expires unless suspended or revoked, or where the legal entity to which the appointment is made no longer exists. You can also resign your authority if you are no longer conducting inspection services.</p> <p>Download</p> <ul style="list-style-type: none"> • Sample Notice of appointment
Site requirements	<p>As part of the IO application process, one of our transport officers will visit and assess your site(s). Their assessment may include some of the following items depending on the site and how it is being used by the IO:</p> <ul style="list-style-type: none"> • checking the site and equipment • witnessing an inspection of the largest vehicle you intend to inspect • checking your quality management system (QMS) • conducting practical testing for VIs • recording any restrictions on the types of vehicle to be inspected • discussing the NZ Transport Agency vehicle inspector code of conduct. <p>Download</p> <p>Site requirements for warrant of fitness and certificate of fitness service delivery</p> <ul style="list-style-type: none"> • See also the VIRM Inspection premises and equipment section.
Quality management system	<p>You are required to have an operational QMS that meets our requirements. Having a QMS will help ensure that vehicle inspection and certification outcome standards are maintained or improved.</p> <p>Inspecting organisations may adopt the Waka Kotahi model QMS or use any QMS that meets our requirements. The model QMS and details of the requirements for a QMS are found in the following documents:</p> <ul style="list-style-type: none"> • Quality Management System Requirements for CoF and WoF Inspecting Organisations • Model Quality Management System for CoF and WoF Inspecting Organisations

Requirement	Details
Conflict of interest	<p>Financial interest</p> <p>Under the terms of your <i>Notice of appointment</i>, you cannot inspect a vehicle if you have a 'financial interest' in the operation of that vehicle. The only exception to this is a vehicle that you are primarily using for the purpose of delivering inspection and certification services.</p> <p>Other conflicts of interest</p> <p>The terms of your <i>Notice of appointment</i> require you to avoid situations that may lead to conflicts of interest. However, you must also show, in your quality management systems, how you will manage any conflicts. The most common situations are likely to be where friends and family are involved.</p> <p>Repairs and servicing</p> <p>In-service IOs are permitted to carry out repairs and servicing in respect of a vehicle you are inspecting, provided that there is no undisclosed conflict of interest.</p> <p>Download</p> <ul style="list-style-type: none"> • Conflict of interest scenarios
Responsibilities for vehicle inspectors	<p>Culture of willing compliance</p> <p>As an IO, you are required to develop and foster a culture of willing compliance, a key aim of which is to ensure that all staff involved in the certification process consistently meet our requirements.</p> <p>VI skills, qualifications and experience</p> <p>IOs need to confirm that the VIs who will be conducting inspections on your behalf have the required technical skills, qualifications and work history and experience as outlined in the Vehicle inspection requirements manual (VIRM), prior to submitting an application. This includes reference checking.</p> <p>VI code of conduct</p> <p>IOs must ensure that their VIs understand and abide by the NZ Transport Agency vehicle inspector code of conduct, which provides the minimum ethical and behavioural standards that are expected of all VIs whom we appoint.</p>
IT system requirements	<p>You will be required to access our computer system to enter your WoF inspection results. Once you have been approved to access the computer system, we will provide you with instructions explaining how to access and use it.</p> <p>To connect to our computer systems, you must operate Windows 7, 8.1 or 10 and run a web browser of Internet Explorer 11 (IE11) to connect. These are the only operating systems that are supported by Waka Kotahi to ensure security to our systems.</p> <p>You will need a dot matrix printer for check sheets if pre-printing from LANDATA.</p>
Insurance requirements	<p>The organisation shall obtain civil liability and professional indemnity insurance in its name and shall at all times during the period of appointment maintain and keep in full force such insurances. Such insurance policies must be sufficient having regard to the activities the organisation has been appointed to carry out.</p>
Confidentiality of information	<p>You must ensure that the security and confidentiality of our system is maintained.</p> <p>This means that any information held on, or provided to you by the system must be treated as confidential information and may only be used, or disclosed to any person (including employees, contractors or agents of your organisation) where such use or disclosure is for the purpose of carrying out Waka Kotahi activities.</p>
Blue Star direct debit authority	<p>Blue Star are the providers of stationery (including WoF and CoF labels) for approved inspecting organisations.</p> <p>Please download, complete and return the Blue Star direct debit authority form with an original printed deposit slip.</p> <p>Download</p> <ul style="list-style-type: none"> • Blue Star direct debit authority form
Performance monitoring and review process	<p>The previous IO and VI auditing system incorporating the performance review system (PRS) finished on 30 October 2014. We have replaced it with a new performance monitoring and review process that takes account of and targets to risk.</p> <p>You are required to participate in this process and agree to our transport officers completing performance review and assessment activities on a regular basis, often without prior notification.</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, inspection processes and technical requirements • 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 your existing PRS.

Requirement	Details
For more information	If you have any questions regarding the application process for WoF inspecting organisations please email vehicleinspections@nzta.govt.nz or call 0800 699 000.
FAQ	<p>Does my history as a WoF IO affect my application to become a CoF IO? Yes, Waka Kotahi will be considering the performance review system (PRS) and quality management system (QMS) scores of WoF IOs and any complaints history as part of their application.</p> <p>Can I get the site approved first and then get a vehicle inspector? No. Appointment as an IO will not be made without a vehicle inspector. This is because we must assess the ability and experience of the person who will complete the inspection work, as part of your IO application.</p> <p>What if I don't have a vehicle inspector? We can partially assess your application and let you know if it is likely to progress once a vehicle inspector is obtained.</p> <p>Make sure you include information in your application about the type of inspector you intend to employ (eg number of years' experience in the mechanical industry, number of years' experience in the inspection industry and any other qualities you would look for in an inspector).</p> <p>If the rest of your application is suitable we will contact you to confirm this. You will be expected to provide information about your vehicle inspector within one month of this contact.</p> <p>Your application will not be progressed to the site assessment stage of the process until we have assessed your proposed vehicle inspector.</p> <p>What if I have a person who is applying to become a vehicle inspector, or my vehicle inspector's authority has lapsed? We can partially assess your application and let you know if it is likely to progress once that person becomes a vehicle inspector or their authority is renewed.</p> <p>If the rest of your application is suitable we will contact you to confirm this. Your proposed vehicle inspector will be expected to become an inspector or renew their authority within one month of this contact. Any vehicle inspector practical tests will ideally be arranged for the same time as the site assessment.</p> <p>What happens if my vehicle inspector(s), IO representative or site representative changes before my application is complete? You must advise us immediately of any changes so we can assess the new circumstances of your application.</p> <p>If our company is appointed as an IO and the IO representative changes, do we have to reapply? Appointment as an IO is made to a legal entity (company, partnership or sole trader). As long as the legal entity remains the same, the IO representative can change and no new application is currently required.</p>

Application forms

Note: Expect longer timeframes for IO applications to be processed than usual and factor this into your business planning.

[WOFIO: WoF Inspecting organisation application form](#) (PDF)

Version: April 2021

This form is used when applying for a Waka Kotahi NZ Transport Agency warrant of fitness (WoF) issuing authority.

[COFIO CoF Inspecting organisation application form](#) (PDF)

Version: April 2021

This form is used when applying for an NZ Transport Agency certificate of fitness (CoF) issuing authority. You can apply using the online form or the PDF form.

[IOADD: Additional site application](#) (PDF)

Version: May 2021 | This form replaced the **WOFADD** and **COFADD** forms.

This form is used by inspecting organisations applying for an additional site to be approved for inspections. You can apply using the PDF form.

[IOCH: Application to change inspection groups](#) (PDF)

Version: May 2021 | This form replaced the **WOFCH** and **COFCH** forms.

This form is to be used if you are an appointed WoF and/or CoF inspecting organisation applying to add or delete vehicle inspection types within your current WoF and/or CoF appointment.

This form cannot be used to add a new vehicle inspection appointment.

[IO relocate: Site relocation application](#) (PDF)

Version: April 2021 | This form replaced the **WOF/AF relocation application** and **CoF relocation application** forms.

This form is to be used by an appointed inspecting organisation applying to relocate an inspecting site. An IO RELOCATE form must be completed for each additional site.

Other resources

Posters

[Getting started with WoF online](#)

[Pass recheck](#)

[WoF express 1](#)

[WoF express 2](#)