

In the Matter of appointment as an Inspecting Organisation pursuant to Section 2.2 of the Land Transport Rule: Vehicle Standards Compliance 2002.

Notice of Appointment as an Inspecting Organisation

1 LVV Certification authorisation (Certifiers ID # and categories)

2 Appointment

Pursuant to clause 2.2(1) of the Land Transport Rule: Vehicle Standards Compliance 2002 (The Rule), and the powers delegated to me by the NZ Transport Agency (the Agency), I, **Name, Designation**, appoint [name of inspecting organisation, of (Address of Inspecting Organisation)] to carry out the following activities:

- 2.2(1)(g) low volume vehicle specialist inspection and certification
- and may only carry out inspection and certification for categories specified on the Certificate of Appointment.

3 Term

The appointment of the Inspecting Organisation (the organisation) under this notice will start on **DATE** and end on **DATE**, unless earlier extended, suspended or revoked in writing by the Agency.

4 Conditions of Appointment

The appointment is subject to the following requirements and conditions:

General

- i. The Inspecting Organisation may only carry out those inspection and certification activities specified in clause 1
- ii. The organisation must comply with the requirements of the following (these may be subject to periodic updates):
 - a. The Low Volume Vehicle Technical Association (LVVTA); and
 - b. The Rule; and
 - c. The VIRM; and
 - d. Any additional requirements of the Agency;

Performance and monitoring

- i. The Agency will monitor and review the performance of the organisation in accordance with the publications defined in this notice.
- ii. The Inspecting Organisation must comply with all monitoring and review requirements contained in the publications or specified by the Agency in writing and provide relevant information as requested.
- iii. The Agency may investigate an Inspecting Organisation if it is satisfied on reasonable grounds that an Inspecting Organisation has failed to comply with the conditions of appointment or the publications. During an investigation the Inspecting Organisation must allow the Agency reasonable access to its premises and provide the Agency with all relevant documents and information.
- iv. If after an investigation the Agency is satisfied that an Inspecting Organisation has failed to comply with the documents or the conditions of appointment, it may require remedial action to be completed. This action may include but is not limited to training or retraining. Alternatively, the Agency may suspend or revoke the whole or any part of the appointment.
- v. Section 106 of the Land Transport Act 1998 provides for an Inspecting Organisation that has its appointment suspended or revoked to appeal to a District Court.

5 Conflicts of Interest

The Inspecting Organisation must disclose any potential conflict of interest to the Agency as soon as practicable after it becomes aware of the conflict.

6 Insurance

The Inspecting Organisation must obtain civil liability and professional indemnity insurance in its name and must at all times maintain and keep in full force such insurances during the period of appointment. A minimum level cover of \$1 million must be required in respect of each insurance policy.

7 Code of Conduct

The LVV Inspector/Inspecting Organisation will comply with the NZ Transport Agency Vehicle Inspector Code of Conduct Agreement.

8 Definitions

The following definitions apply to this notice.

DESCRIPTION	MEANING
Conflict of interest	A conflict arises where the Inspecting Organisation (including any shareholder, director and/or employee of the organisation) has a financial or professional interest which has the potential to conflict with the performance of its duties and responsibilities under this Notice.

Vehicle inspector	Means an individual appointed by the Agency under 2.2(1) to carry out inspection and certification activities in accordance with requirements and conditions imposed by the Agency.
Inspecting organisation	Means a person or organisation appointed by the Agency under 2.2(1) who is responsible for inspection and certification outcomes
PRS manual	The Performance Review System manual
Publications	PRS manual and LVV Code, LVV ORS, LVV Standards, NZCCM, and other supporting documents, VIRM, the Rule and the Land Transport Act 1998
The Rule	Land Transport Rule: Vehicle Standards Compliance 2002
VIRM	Vehicle inspection requirements manual(s) appropriate to the approval(s) granted to the Inspection Organisation
LVVTA (Low Volume Vehicle Technical Association Inc.)	LVV Code, LVV Operating Requirements Schedule, LVV Standards, NZ Car Construction Manual, and other supporting documents

Dated:

Signed for and on behalf of the New Zealand Transport Agency

Name

Designation