

## Inspecting organisation application

By submitting this application to Waka Kotahi NZ Transport Agency you acknowledge and accept the conditions and requirements of the appointment.

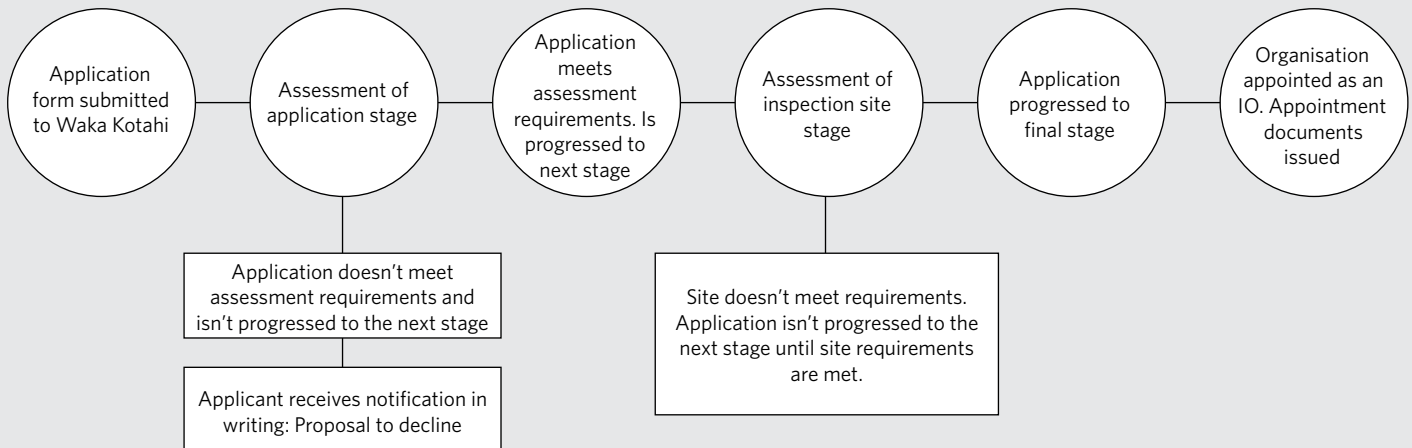
Ensure you've read all documentation and fully understand the obligations and responsibilities of the appointment.

We recommend that you seek independent legal advice before making this application.

### When can this form be completed?

When the applying organisation doesn't hold any inspecting organisation (IO) appointment and is applying for appointment as a warrant of fitness organisation.

### Application process overview



**Note:** Evidence may be required for any part of this application. An interview may also be required. We'll contact you to arrange these if needed.

## Important information

Waka Kotahi will consider the person completing this form to be the applying organisation's representative in respect to this application.

The IO representative must be the point of contact for Waka Kotahi for the IO site, and act on behalf of the organisation for all IO vehicle inspection-related communications for this site.

An IO representative must have the skills and experience indicating they are suitable to maintain and enforce the vehicle inspection regulations on behalf of the organisation. The assessment of this application will determine the IO representative's suitability to represent the organisation for appointment.

In addition to the above the IO representative must meet the following requirements:

- Be responsible for ensuring appropriate on-site supervision for the inspecting activities (*appropriate on-site supervision means supervision of the inspecting activities by a person who understands the obligations and responsibilities of an information organisation and has the skills and experience to maintain and enforce these at the site.*)
- Must understand the obligations and responsibilities of an inspection organisation, including the Notice of appointment

- Be legally entitled to sign documents on behalf of the organisation

**Please ensure that the person completing this form is appropriate to hold the responsibility as an IO representative.**

**An assessment is made on the information provided in this application. Make sure you include all information you want to be assessed in support of your application.**

Please ensure you provide full answers for all applicable sections. Incomplete or illegible applications will not be assessed and will be returned to you.

### APPLICATION ASSESSMENT STAGE - WHAT WILL BE ASSESSED

#### Fit and proper person assessment

The assessment of this application requires a fit and proper person (FPP) assessment of the IO representative.

Full information about the FPP considerations for this application can be found in our *Fit and proper person guidelines* online at <http://vehicleinspection.nzta.govt.nz/fit-and-proper>.

## Ability, competence and experience

A successful application will demonstrate a high level of competence, experience and capability indicating your ability to operate effectively in the vehicle inspection industry.

This will be demonstrated by (but is not limited to):

- your qualifications and experience (including management of inspecting organisations)
- qualifications and experience of vehicle inspectors
- qualifications and experience of anyone else in the applying organisation that will be involved in the inspecting activities
- demonstration of a thorough understanding of the applying organisation's responsibilities as an inspecting organisation
- performance of any sites currently or previously operating under the IO authority of the applying business/legal entity
- performance of any sites currently or previously operating under the supervision of the applying IO representative

Skills or experience gained outside of the inspecting industry could also support this application.

If you have limited proven experience in the inspecting industry, provide all the supporting documentation you can. It will show all other relevant experience and skills you have that indicate the applying organisation's ability to operate effectively in the inspecting industry.

## Conflicts of interest

An inspecting organisation must be impartial, independent and objective when completing inspecting activities.

In this application you must, to the satisfaction of Waka Kotahi, specify how you'll manage any of the conflict of interest information identified on page 11 of this application.

*Conflict of interest scenarios* can be found online at <http://vehicleinspection.nzta.govt.nz/coi>.

## Vehicle inspectors

If your application is deemed suitable for progression, your site should have vehicle inspectors in place within three months or your application may be declined.

You must advise Waka Kotahi of the vehicle inspectors employed at your site. The vehicle inspector's experience and performance history will be added to the assessment of your application and will form part of the suitability of your application.

## APPLICATION ASSESSMENT STAGE - OUTCOME

Your application must meet our assessment requirements before it can progress to the inspecting site assessment stage.

- If it doesn't meet our assessment requirements we'll contact you in writing to advise we propose to decline your application. You have the right to make submissions regarding a proposal to decline. We will consider your submission before making a final determination as to the

outcome of your application.

- If your application meets our assessment requirements we'll contact you to arrange a date and time for the site assessment.

## Inspecting site

You can make this application and wait for the outcome of the application assessment stage before getting your site up to requirements if you wish. Your site should be ready to be assessed within one month of a successful assessment outcome.

## Inspecting site assessment stage

You must have an inspecting site that meets all requirements and has been approved for inspecting activities.

Site assessment will be conducted by a Waka Kotahi Certification Officer (CO). The site assessment will confirm that the site and equipment meets all requirements as per the *Vehicle inspection requirements manual*. The CO will also check that your quality management system (QMS) is in place and provide information and feedback on good practice behaviours.

If your site doesn't meet all requirements at the time of the agreed inspecting site assessment, you will be charged an hourly rate for all other visits that are needed.

Site requirements for warrant of fitness and certificate of fitness service delivery can be found online at <http://vehicleinspection.nzta.govt.nz/site-requirements>.

## Insurance

An inspecting organisation must obtain Public Liability and Professional Indemnity insurance.

The required insurance must:

- state your business or trading name
- include a business description which specifies the inspecting activities
- be current at all times during any appointment.

**A warrant of fitness** inspecting organisation must ensure that the amount insured is sufficient to cover the activities carried out by the organisation. A **certificate of fitness** inspecting organisation must ensure that the organisation has a minimum level cover of \$1 million in respect of each insurance policy.

You can wait for the outcome of your application assessment before arranging insurance if you wish.

Confirmation in writing that all required insurances are in place is required before any appointment will be made.

## Notice of appointment

A *Notice of appointment* (NoA) details the roles and responsibilities of an inspecting organisation.

A sample NoA can be found online at <http://vehicleinspection.nzta.govt.nz/noa>.

## Quality management system (QMS)

An inspecting organisation must maintain and adhere to a QMS that meets our requirements.

*Quality management system requirements* and a *Model quality management system* can be found online at <http://vehicleinspection.nzta.govt.nz/prs-qms/qms>.

## Vehicle inspection portal

The vehicle inspection portal holds important information and forms for inspecting organisations and vehicle inspectors.

It's also where you'll find the latest news related to the inspecting industry and updates to the vehicle inspection requirements manuals (VIRMs).

It can be found online at <http://vehicleinspection.nzta.govt.nz/>.

## Vehicle inspection requirements manual (VIRM)

A VIRM is published on the vehicle inspection portal for each certification type.

The purpose of each manual is to assist vehicle inspectors and inspecting organisations achieve correct and consistent standards of vehicle inspection and certification.

The VIRM for in-service certification (WoF and CoF) can be found online at

<http://vehicleinspection.nzta.govt.nz/virms/in-service-wof-and-cof>.

## Performance assessments and reviews

Our goal is to improve transport for all New Zealanders by improving the integration, safety, responsiveness and sustainability of the transport system.

To do this, everyone involved in vehicle certification must apply the requirements set out in law accurately and consistently.

For certifiers, this means following the requirements specified in the VIRM and other required documentation.

We will regularly review the performance of an inspecting organisation and its vehicle inspectors to ensure standards are being met.

Further information about performance assessments and reviews can be found online at

<http://vehicleinspection.nzta.govt.nz/prs-qms>.

## Responsibility for vehicle inspectors

### Culture of willing compliance

An inspecting organisation is required to develop and foster a culture of willing compliance.

In addition to all staff involved in the certification process consistently meeting our requirements, an inspecting organisation is also expected to promote a safety focussed culture regarding the safe use of a vehicle and conforming to the laws based around vehicle safety.

## Skills, qualifications and experience

You need to confirm that the vehicle inspectors (VIs) who will be conducting vehicle inspections at the organisation have the required technical skills, qualifications, work history and experience before submitting an application.

This includes reference checking.

### VI code of conduct

You must ensure that your VIs understand and abide by the *NZ Transport Agency vehicle inspector code of conduct*.

This code of conduct provides the minimum ethical and behavioural standards that are expected of all VIs whom we appoint.

It can be found online at

<http://vehicleinspection.nzta.govt.nz/CoC>.

## Confidentiality of information

An inspecting organisation must ensure that the security and confidentiality of our system is maintained.

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.

## Land Transport Rule: Vehicle Standards Compliance 2002

Application for appointment as an inspecting organisation is considered against the criteria specified in clause 2.5 of the Land Transport Rule: Vehicle Standards Compliance 2002 (the Rule).

The Rule can be found online at [www.nzta.govt.nz/resources/rules/vehicle-standardscompliance-2002-index/](http://www.nzta.govt.nz/resources/rules/vehicle-standardscompliance-2002-index/).

## Applying organisation

Complete A, B or C as applicable.

\*A fit and proper person check will be completed for the IO representative

If more than two directors, please list on a separate sheet.

New Zealand Business Number (NZBN) (if you have one)

**This application is for the appointment of a:**

**A. Sole trader**

Surname

First name(s)

**OR B. Partnership\***

Surname

First name(s)

Surname

First name(s)

**OR C. Company**

Registered company name

Registered company number

**Directors**

Name

Phone number

Name

Phone number

## Inspecting organisation site details

Trading name (if applicable)

Business/company physical address

STREET	SUBURB
TOWN/CITY	POST CODE

Business/company postal address (if different from physical address)

STREET/PO BOX	SUBURB
TOWN/CITY	POST CODE

Phone number

Mobile number

Email address

Inspecting site address (if different from business/company physical address)


If further space is required attach separate sheet(s).

**What services does/will the business provide?**

## Purchasing an existing inspecting organisation site

**Note: Purchasing an inspecting business DOES NOT purchase the inspection appointment.**

**This means you're NOT AUTHORISED TO INSPECT VEHICLES until your organisation has been appointed as an inspecting organisation and has its own inspecting authority number.**

*If you have questions about continuing to operate while this application is processed call us on 0800 699 000.*

### Are you taking ownership of a site which currently provides vehicle inspection services? (an existing IO site)

No

Yes → Provide details about the business you're taking ownership of

Trading name (if different to registered company name)

Inspecting organisation's authority number  
(if known)

Date taking over the business

(this is the date the existing seller's inspecting authority will end)

### Has the seller advised us they are leaving this site?

No

Yes

**If the seller has not advised us they are leaving this may delay your application being processed.**

## Inspection types

### What type(s) of vehicles are you applying to inspect?

(Please tick appropriate answers)

Light vehicles     Motorcycles     Heavy vehicles (exempt from CoF)

Trailers     Alternative fuels

Other (please specify)

## IO representative details

*Make sure you have read the **Important information** on page 1 about who can be the IO representative for this application.*

Surname

First name(s)

Are you or have you been known by any other names? (name changed by deed poll, marriage, alias)

Date of birth

Phone number

Mobile number

Email address

Role/position

Responsibilities

*This section continued on next page*

**Do not submit original documents.**

If your evidence of identity is not photo ID, please include a clear photo of yourself with this application.

### Identification

Provide a clear copy of your evidence of identity with this application

New Zealand driver licence

**OR**

Other identification (passport, full original birth certificate)

## IO representative fit and proper person information

If you answer 'yes' to any of these questions please list all previous offences/convictions including traffic infringement notices either in New Zealand or overseas and also include any charges pending.

If further space is required attach separate sheet(s).

### Have you ever been convicted of any criminal offence either in New Zealand or overseas?

No —————> Go to next question

Yes —————> Provide details of the offence(s) (nature of offence and penalty)


### Have you ever been convicted of any traffic offence either in New Zealand or overseas?

(including vehicle impoundment, roadside suspension, speed camera infringements or any other traffic offence except parking infringements)

No —————> Go to next question

Yes —————> Provide details of the offence(s) (nature of offence and penalty)


### Do you have any charges pending for criminal or traffic offences either in New Zealand or overseas?

No —————> Go to next question

Yes —————> Provide details of the offence(s) (nature of offence and penalty)


### Have you ever been declared bankrupt?

No —————> Go to next question

Yes —————> List date(s) of discharge

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### Have you ever been involved in the management or control of any company that has been placed in receivership or liquidation?

No —————> Go to next question

Yes —————> Provide details:


# IO representative ability and experience

*\*If you were not recorded as the IO representative at any organisation listed, we may require further confirmation of your responsibilities.*

*We will contact you if further information is needed.*

*If further space is required attach separate sheet(s).*

*Applications for appointment as an inspecting organisation are assessed on a case-by-case basis. The assessment considers the skills and experience you have which indicate your ability to operate an IO effectively and to hold the responsibility to an IO representative. Please include all information you wish to be considered in support of your application.*

**Have you ever held, or do you currently hold, a position of responsibility for an inspecting organisation?**

- No
- Yes → Provide details of all inspecting organisations you hold or have held a position of responsibility for\*

Inspecting organisation trading name	Authority no.
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

What were your responsibilities at these sites?

<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>

**Have you ever had a vehicle inspector or inspecting organisation authority suspended or revoked?**

- No
- Yes → Provide year(s) and reason(s)

<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>

*Include the number of years experience.*

*Attach clear copies (not originals) of any qualifications*

**Describe your skills and experience in the following:**

As an owner/operator of a business

<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>

Managing people

<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>

Managing documents, records and auditing

<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>

Experience within the automotive industry

<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>

*This section continued on next page*

Technical experience/qualifications


Other relevant skills and experience (eg maintaining and enforcing regulatory requirements)


**Other relevant skills and experience at the organisation**

*\*Provide all the supporting documentation you can to show all relevant experience and skills the organisation has that indicates an ability to operate effectively in the vehicle inspecting industry (including management practices).*

*If further space is required attach separate sheet(s).*

*Photocopies and scanned copies can be accepted.*

**Please do not submit original documents.**

Provide information about any other skills and experience you, the IO representative, and/or anyone else in the organisation, have that indicate an ability to operate effectively in the vehicle inspecting industry\*




## Quality management system (QMS)

An inspecting organisation must maintain and adhere to a QMS that meets Waka Kotahi requirements.

### What QMS will the organisation use?

- ISO17020
- The Waka Kotahi model QMS
- Other QMS that meets the requirements of Waka Kotahi (*provide details*)

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**Your quality management system must be in place at the time of your site assessment.**

## QMS details

The QMS is a framework which all IOs must use to ensure the organisation meets its obligations as an IO.

IOs must keep auditable evidence (paper or electronic) of meeting these obligations within the QMS framework.

IOs can choose to use the Waka Kotahi model QMS or another recognised system that meets the requirements of Waka Kotahi.

The QMS must cover six areas of IO obligations.

It is vital that an IO has a thorough understanding of the purpose of the QMS and actively uses this framework to ensure all vehicle inspection requirements are met.

Describe/explain what you will do to meet your obligations in the following areas.

### 1. Organisational ownership and accountability


### 2. Technical performance


### 3. Administrative performance


Attached separate sheets if necessary.

*This section continued on next page*

#### 4. Resources


#### 5. Management


#### 6. Performance improvement


### Training plan and supervision of staff

If further space is required attach separate sheet(s).

*If appointed, one of your responsibilities (under section 4 of the Land Transport Act 1998) will be to provide training and supervision to all employees who are engaged in any activity relating to the appointment.*

#### **Provide detail as to how will you meet your staff training responsibilities in the following areas**

Staying up-to-date with the VIRM, vehicle standards and technology


Compliance with the relevant conditions of the *Notice of appointment*


Promotion of a safety-focused culture


*This section continued on next page*

**\*Important:** while day-to-day supervision can be delegated to another person as appropriate, this is done under the responsibility of the IO representative.

The IO representative remains responsible for the inspection outcomes on behalf of the organisation.

Waka Kotahi expects an inspecting organisation to make provision for the day-to-day supervision of the inspecting activities.

**Person responsible for the day-to-day on-site supervision at this inspecting site**  
(if different to the IO representative)\*

Surname

First name (s)

Role/position

If the daily activities will be supervised by someone other than the IO representative, what skills or experience does this person have appropriate for this supervision?


Advise why you have delegated your responsibility of the day-to-day supervision of this site and why you are not fulfilling this responsibility


## Conflicts of interest

\*This includes any other business involvement of directors/partners (if applicable).

Conflict of interest scenarios can be found online at <http://vehicleinspection.nzta.govt.nz/coi>.

If further space is required attach separate sheet(s).

The following activities could present an actual, potential or perceived conflict of interest.

**Will your organisation be involved in any of the following conflict of interest situations?\***

(tick all that are applicable)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Importing vehicles    | <input type="checkbox"/> Exporting vehicles     | <input type="checkbox"/> Selling vehicles              |
| <input type="checkbox"/> Selling vehicle parts | <input type="checkbox"/> Repairing vehicles     | <input type="checkbox"/> Certifying own fleet vehicles |
| <input type="checkbox"/> Hire vehicles         | <input type="checkbox"/> Other (please specify) | <input type="text"/>                                   |

Briefly describe your understanding of conflict of interest and how this will be managed at your organisation.


Does any other organisation whose vehicle you will be inspecting have any financial interest in your organisation?

- No
- Yes → Provide details


How will you manage this potential risk?


## Vehicle inspectors

If you have more vehicle inspectors list them on a separate sheet(s).

\* Any changes to the vehicle inspectors listed on this form may affect the outcome of your application.

If any vehicle inspector details change before appointment as an inspecting organisation is made, you must advise us immediately by calling 0800 699 000.

**Note:** An appointment as an inspecting organisation cannot be made without details of the vehicle inspectors to be engaged at a site. The skills, experience and any performance history of your vehicle inspector form a significant part of the skills and experience of your organisation. As such the skills experience and performance history of your vehicle inspectors must be assessed prior to any appointment as an inspecting organisation.

Your application for appointment as an inspection organisation can only be partially assessed until we have details of the vehicle inspector(s) to be engaged at your site.

### List all of the vehicle inspectors that will be working at the inspecting site\*

Vehicle inspector's name	Authority no.	Authority current?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### If any of the above vehicle inspector's authority isn't current, provide details.

(vehicle inspector's name and reason why authority isn't current)

### Have any of these vehicle inspectors ever had their authority suspended or revoked?

- No
- Yes → Provide details (vehicle inspector name, the year and reason(s) for the suspension/revocation)

### If you do not yet have a vehicle inspection staff for your organisation, what skills and experience will you require of your vehicle inspectors

Qualifications

Experience

Other

### If you are applying to be IO representative and the sole vehicle inspector for your organisation

What is your understanding of the risk(s) with being the IO representative and sole vehicle inspector?

What skills, experience or other relevant factors, will mitigate such risk(s)?

## Site assessment

*If this application meets initial assessment requirements it will be progressed to the site assessment stage. A Waka Kotahi Certification Officer will contact you to arrange a date and time for your site to be assessed*

I acknowledge that **at the time of the arranged site assessment** that:

- the site **must** meet all requirements as an inspecting organisation site
- I, the applying inspecting organisation representative, **must** be on-site and available:
  - any site representative stated on this form **must** be on-site and available
  - vehicle inspector(s) as cited on this form **may** be required to be on-site and available. *Please advise our Certification Officer if your vehicle inspector(s) will not be available when arranging your site assessment appointment.*
- QMS must be in place and ready to use.

- The site is ready for assessment.**  
Your site assessment will be arranged at the earliest date if your application is progressed to this stage.

**OR**

- I would like to know the outcome of the application assessment stage before making the site ready for assessment.**  
If your application is progressed to the site assessment stage we'll contact you to advise this. Your site must be ready for assessment within one month of this contact.

## Insurance

*Tick one*

- I confirm that all required insurance is in place and will remain in place for the duration of any appointment.**  
If your application progresses to the final stage the organisation will be appointed as an inspecting organisation without delay.

**OR**

- I would like to know the outcome of the application assessment before arranging insurance.**  
I will ensure all insurances are in place before operating as an inspecting organisation

## Consent and declaration

I state that, to the best of my knowledge and belief, all the information I have given for this application is true and correct.

I further declare that if this application is approved the organisation will comply with all Rules and Regulations regarding this application.

I have authority to act on behalf of the applicant organisation. I am aware of the *Sample notice of appointment* which is published on the Waka Kotahi website (<http://vehicleinspection.nzta.govt.nz/noa>). I understand that this *Sample notice of appointment* sets out the terms and conditions of appointment that will apply should this application be successful. I affirm that I have read and understood that notice. I also affirm that I, the applicant, and any other person who is or is likely to have control of the applicant as an appointee, will ensure, if the applicant is appointed, that the applicant and any person carrying out the activities for which the applicant is appointed, abide by the terms and conditions of that *Sample Notice of Appointment* and any other terms and conditions that may be specified as part of that Notice.

I consent to the disclosure by the NZ Police and other relevant persons or authorities of all charges and convictions against me and any other information they hold about me to Waka Kotahi.

The information about me that the NZ Police may consider relevant to my application and release to Waka Kotahi in vetting comprises any conviction history, infringement/demerit reports; and it may include any other information such as active charges and warrants to arrest, any information received or obtained by NZ Police, and any interaction I have had with NZ Police in any context, even where I have not been charged, or charges are withdrawn, or I have been acquitted (not guilty) of a charge, or I have been discharged without conviction. Further information about NZ Police vetting can be found at [www.police.govt.nz/advice/businesses-and-organisations/vetting/information-about-vetting](http://www.police.govt.nz/advice/businesses-and-organisations/vetting/information-about-vetting).

I authorise Waka Kotahi to make all enquiries as to my character and suitability to operate an inspecting organisation for the purposes of this application and for the term of my appointment as an inspecting organisation (under the Official Information Act 1982 and the Privacy Act 2020).

### IO representative's full name

Surname

First name (s)

IO representative's signature

Date

IO representative's role/position

## Privacy Act 2020

Collection of this information is authorised by Land Transport Rule: Vehicle Standards Compliance 2002. All information contained in your application form will be held by Waka Kotahi and treated as confidential subject to the Official Information Act 1982 and the Privacy Act 2020.

Under the Privacy Act 2020, you have the right to request access to and correction of any personal information you supply as a part of this application process from Waka Kotahi. Should you wish to exercise these rights please contact Waka Kotahi, Private Bag 11777, Palmerston North 4442 or email: [info@nzta.govt.nz](mailto:info@nzta.govt.nz).

## Address to send application

Please send this form and any supporting documents to [vehicleinspections@nzta.govt.nz](mailto:vehicleinspections@nzta.govt.nz) or post to the address below:

Provider Licensing - Vehicle Inspections  
Waka Kotahi  
Private Bag 11777  
Palmerston North 4442