

# Important information for CoF inspecting organisations applicants

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

REQUIREMENTS	DETAILS	SUPPORTING DOCUMENTATION AND LINKS
Where do I send my application?	<p>Completed application forms need to be sent to</p> <p>Service Supply Management NZ Transport Agency Private Bag 11777 Palmerston North 4442</p> <p>Alternatively scan and email the application form to <a href="mailto:vehicleinspections@nzta.govt.nz">vehicleinspections@nzta.govt.nz</a></p>	<p><a href="#">DOWNLOAD &gt;&gt; COF INSPECTING ORGANISATION APPLICATION FORM</a></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>	

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<b>Fees and payment</b>	<p>The fee for applying to become a CoF inspecting organisation is \$1437.50 (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 <a href="http://www.nzta.govt.nz/vehicle-cert-fees">www.nzta.govt.nz/vehicle-cert-fees</a> or read the following documents.</p> <p>DOWNLOAD &gt;&gt; <a href="#">VEHICLE CERTIFICATION ADMINISTRATION FEES GUIDE</a></p> <p>DOWNLOAD &gt;&gt; <a href="#">VEHICLE CERTIFICATION ADMINISTRATON FEES QUESTIONS AND ANSWERS</a></p>
<b>Wickliffe NZ Limited direct debit form</b>	<p>Wickliffe are the providers of stationery (including CoF labels and check sheets) for approved inspecting organisations.</p> <p>Please download, completed and return the Wickliffe direct debit authority form with an original printed deposit slip.</p>	<p>DOWNLOAD &gt;&gt; <a href="#">WICKLIFFE DIRECT DEBIT AUTHORITY FORM</a></p>
<b>Notice of appointment</b>	<p>Once your application has been approved you will be sent a <i>Certificate of Appointment</i> along with a <i>Notice of Appointment</i>. During your site assessment, a Transport Officer will go through the <i>Notice of Appointment</i> with you.</p> <p>The <i>Notice of Appointment</i> will outline all of your obligations as one of our partners. Your appointment remains in force indefinitely, unless you are suspended or revoked for any reason.</p>	<p>DOWNLOAD&gt;&gt; <a href="#">SAMPLE NOTICE OF APPOINTMENT</a></p>
<b>History with the Transport Agency</b>	<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</p>	<p>For more information refer to the <a href="#">questions and answers</a> document or call</p>

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	<p>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>our contact centre on 0800 699 000.</p>
<b>Fit and proper check</b>	<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><a href="#">DOWNLOAD &gt;&gt; FIT AND PROPER PERSON GUIDELINES FOR INSPECTING ORGANISATIONS AND VEHICLE INSPECTORS.</a></p>
<b>Site requirements</b>	<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"> <li>• checking the site and equipment</li> <li>• witnessing an inspection of the largest vehicle you intend to inspect</li> <li>• checking your quality management system (QMS)</li> <li>• conducting practical testing for VIs</li> <li>• recording any restrictions on the types of vehicle to be inspected</li> <li>• discussing the <i>NZ Transport Agency vehicle inspector code of conduct</i>.</li> </ul>	<p><a href="#">DOWNLOAD&gt;&gt; COF AND WOF SITE REQUIREMENTS</a></p>
<b>Quality management systems</b>	<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</p>	<p><a href="#">DOWNLOAD&gt;&gt; QUALITY MANAGEMENT SYSTEM</a></p>

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	<p>standards are maintained or improved.</p> <p>IOs may adopt our model QMS as outlined in the link to the right, or use any QMS that meets our requirements.</p>	<p><a href="#">REQUIREMENTS FOR COF AND WOF INSPECTING ORGANISATIONS</a></p> <p>DOWNLOAD&gt;&gt; <a href="#">MODEL QUALITY MANAGEMENT SYSTEM FOR COF AND WOF INSPECTING ORGANISATIONS</a></p>
<p><b>Conflict of interest</b></p>	<p><b>Financial interest</b></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><b>Other conflicts of interest</b></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><b>Repairs and servicing</b></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>DOWNLOAD &gt;&gt; <a href="#">CONFLICT OF INTEREST SCENARIOS</a></p> <p>DOWNLOAD&gt;&gt; <a href="#">SAMPLE NOTICE OF APPOINTMENT</a></p>
<p><b>Responsibilities for vehicle inspectors</b></p>	<p><b>Culture of willing compliance</b></p> <p>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>DOWNLOAD&gt;&gt; <a href="#">QUALITY MANAGEMENT SYSTEM REQUIREMENTS FOR COF AND WOF INSPECTING ORGANISATIONS</a></p>

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	<p><b>VI skills, qualifications and experience</b></p> <p>You 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 <i>Vehicle inspection requirements manual (VIRM)</i>, prior to submitting an application. This includes reference checking.</p> <p><b>VI code of conduct</b></p> <p>You must ensure that your VIs understand and abide by 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><a href="http://vehicleinspection.nzta.govt.nz/virms/in-service-wof-and-cof/introduction/appointments">http://vehicleinspection.nzta.govt.nz/virms/in-service-wof-and-cof/introduction/appointments</a></p> <p>DOWNLOAD&gt;&gt; <a href="#">VEHICLE INSPECTOR CODE OF CONDUCT</a></p>
<p><b>IT system requirements</b></p>	<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>If you are an existing WoF IO you will need to move onto the LATIS system.</p> <p><b>Certificate of loading printer</b></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><b>Dot matrix printer</b></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>	

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<b>Insurance requirements</b>	<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>	
<b>Confidentiality of information</b>	<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 Transport Agency activities.</p>	
<b>Performance monitoring and review process</b>	<p>The current IO and VI auditing system incorporating the performance review system (PRS) finished on 30 November 2014. It has been replaced 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, often without prior notification.</p>	<p>The performance monitoring and review process:</p> <ul style="list-style-type: none"> <li>• targets our resources at IOs and VIs that are identified as higher risk</li> <li>• encompasses quality management, inspection processes and technical requirements</li> <li>• ensures regular assessments of all VIs</li> <li>• replaces scheduled visits with unannounced visits</li> <li>• involves more targeted output</li> </ul>

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		inspections of vehicles by transport officers <ul style="list-style-type: none"><li>requires IOs to operate a QMS which may be your existing PRS.</li></ul>
<b>More information</b>	If you have any questions regarding the application process for CoF inspecting organisations please refer to <a href="http://www.nzta.govt.nz/cof">www.nzta.govt.nz/cof</a> . Alternatively you can email <a href="mailto:info@nzta.govt.nz">info@nzta.govt.nz</a> or call 0800 699 000.	