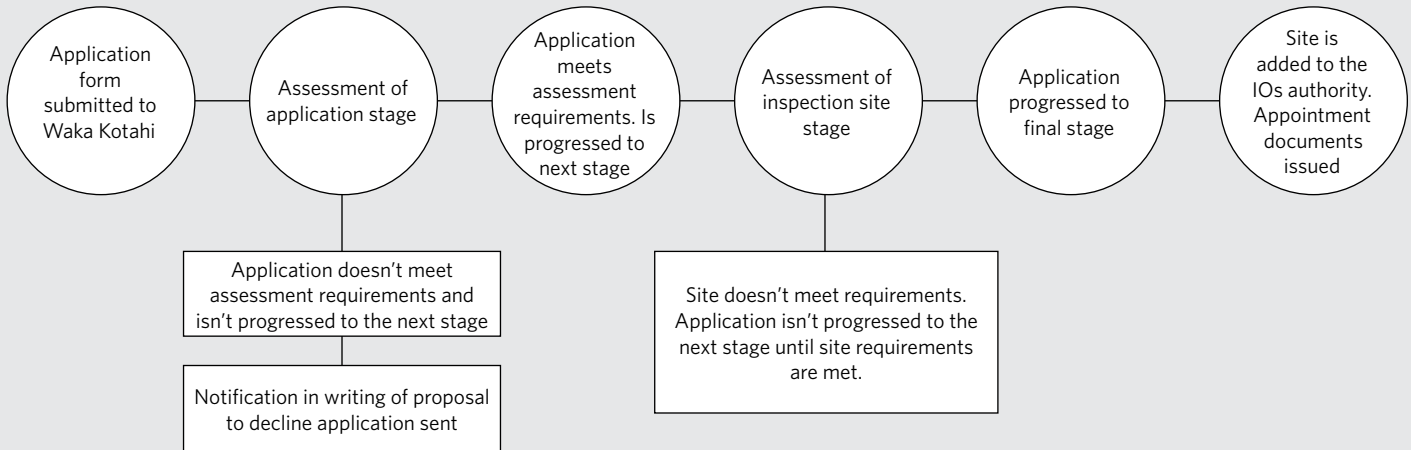


When can this form be completed?

This form is used when an existing inspecting organisation is applying to add another inspecting site to their appointment.

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 NZ Transport Agency 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 maintain and enforce the vehicle inspection regulations on behalf of the organisation. The assessment of this application will determine the IO representatives 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>.

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 three months 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/.

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 an additional site for:

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

Organisation details

Site ID

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

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 for this site.

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 site this may cause delays in the processing of your application.

Existing sites under this appointment

List all the inspecting sites currently operating under this appointment (the appointment held by the applying legal entity)

Inspecting site 1 (if organisation does not have a head office)

Authority number

Trading name (if applicable)

Inspecting site address

Site representative

Surname

First name(s)

Role/position

Vehicle inspectors at this site

Vehicle inspector's name

Authority no.

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

This section continued on next page

Inspecting site 2

Authority number

Trading name (if applicable)

Inspecting site address

Site representative

Surname

First name(s)

Role/position

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

Vehicle inspectors at this site

Vehicle inspector's name

Authority no.

Do you operate any other inspecting organisations under separate appointments (legal entities)?

- No
 Yes —————> Provide details

Inspection types

In order to apply for CoFA authority you must be a Waka Kotahi-appointed warrant of fitness (WoF) or certificate of fitness B (CoF B) inspecting organisation

See the application information at <http://vehicleinspection.nzta.govt.nz/applications/io-applications> for further information regarding the requirements for appointment as a CoF IO including the specific requirements regarding your most recent performance monitoring review.

This document also contains information of how to request a performance monitoring review if needed for the purpose of this application.

What type(s) of vehicles are you applying to inspect? (Please tick appropriate answers)

(Please tick appropriate answers)

WoF vehicle types

- Light vehicles Motorcycles Heavy vehicles (exempt from CoF)
 Trailers Alternative fuels
 Other (please specify)

CoF A (light) vehicle types:

- 10 - Transport service licensed light vehicles, not trailers (includes taxis and taxi meter calibration) MA, MB, MC, MD1, MD2, NA
 24 - Other CoF vehicles (includes rental vans) LC, LD, LE, MA, MB, MC, MD1, MD2, NA
 25 - Rental motorcycles LC, LD, LE
 26 - Rental cars MA, MB, MC, MD1, MD2
 Required: The applying organisation has achieved a 'compliant' performance and monitoring review outcome within the last 6 months

CoF B (heavy) vehicle types:

- 11 - Medium PSV GVM up to 12,000kg MD3 (up to 4500kg), MD4 (up to 5000kg), ME
- 12 - Large PSV GVM greater than 12,000kg ME
- 21 - Medium truck up to 12,000kg; medium trailer up to 10,000kg (truck + trailer) NB, TC
- 22 - Truck greater than 12,000kg; trailer greater than 10,000kg (truck + trailer) NC, TD
- 23 - Large heavy combination truck GCM greater than 39,000kg (A-train and B-train) NC, TD

**IO
representative
details**

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

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
details 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

--

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?

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

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

Describe your skills and experience in the following:

As an owner/operator of a business

Responsibility for managing people

Responsibility for managing documents, records and auditing

This section continued on next page

Experience within the automotive industry

Include the number of years experience.

Attach clear copies (not originals) of any qualifications

Technical experience/qualifications

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

Management of multiple IO sites

The addition of further sites to an organisation's inspecting appointment adds complexity to the existing business.

Please provide details of your management structure and/or organisation chart which demonstrates your provision for supervision across your organisations vehicle inspection sites.

How will your organisation ensure standards are maintained across all appointed vehicle inspection sites?

Quality management system (QMS)

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

What QMS will the organisation use?

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

--

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.

Attached separate sheets if necessary.

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

4. Resources

5. Management

This section continued on next page

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 you will meet your staff training responsibilities

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

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?

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 how your organisation will manage the actual, potential or perceived conflicts of interest.

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).

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

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. The information below will help with the partial assessment of this application.

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.

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, detail what your requirements will be for your vehicle inspectors

Qualifications

Experience

Other

New inspecting site

New inspecting site address

Phone number

--

Mobile number

--

Email address

--

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 for this new site and will remain in place for the duration of any appointment.

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 this site 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.

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.

Address to send application

Once you've completed this form, scan and email it (with any additional documentation) to vehicleinspections@nzta.govt.nz or post to the address below:

Provider Licensing
Waka Kotahi NZ Transport Agency
Private Bag 11777
Palmerston North 4442