

EMAILED PRESENTATION AND STORAGE OF INSPECTION AND CERTIFICATION DOCUMENTS

VIRM updates

13 MAY 2020

Note: only headings highlighted in yellow to signify the changes

VIRM: IN-SERVICE CERTIFICATION (WOF AND COF)

3-1 Duties and responsibilities

<https://vehicleinspection.nzta.govt.nz/virms/in-service-wof-and-cof/introduction/inspection-and-certification-process/duties-and-responsibilities>

8. Presentation and acceptance of emailed Inspection and certification documents

LT400s, chassis ratings and professional opinions from heavy vehicle specialist certifiers and chassis ratings from Waka Kotahi can be presented and accepted using email provided:

- (i) emails are sent directly to the vehicle inspector or inspecting organisation from the heavy vehicle specialist certifier or Waka Kotahi, and
- (ii) the electronic copy contains all of the information from the original copy and is clear and legible.

These may be:

- printed and stored, or
- stored electronically, provided:
 - the electronic copy of the document is not changed and is stored in a way that protects the information from being changed (eg saved as a read only file) and
 - the information is readily searchable and accessible if you or Waka Kotahi need it.

VIRM: ENTRY CERTIFICATION

5-1 General duties and responsibilities

<https://vehicleinspection.nzta.govt.nz/virms/entry-certification/intro/i-and-c-process/general-duties-and-responsibilities>

1.9 Presentation and acceptance of e-mailed inspection and certification documents

The section refers to these inspection and certification documents:

- LT400s, chassis ratings and professional opinions from heavy vehicle specialist certifiers and
- LT307s and LT308s from repair certifiers, and
- chassis ratings from Waka Kotahi.

They can be presented and accepted using email provided that:

- (i) emails are sent directly to the vehicle inspector or inspecting organisation from the heavy vehicle specialist certifier, the repair certifier or the Waka Kotahi, and
- (ii) the electronic copy contains all of the information from the original copy and is clear and legible.

These may be:

- printed and stored or
- stored electronically, provided:
 - the electronic copy of the document is not changed and is stored in a way that protects the information from being changed (eg save as a read only file) and
 - the information is readily searchable and accessible if you or Waka Kotahi need it.

VIRM: HEAVY VEHICLE SPECIALIST CERTIFICATION

3-1 Duties and responsibilities

<https://vehicleinspection.nzta.govt.nz/virms/hvsc/intro/i-and-c/duties-and-responsibilities>

8. Presentation and acceptance of emailed inspection and certification documents

LT400s, chassis ratings and professional opinions from heavy vehicle specialist certifiers can be emailed to CoF vehicle inspectors and inspecting organisations provided:

- (i) emails are sent directly to the vehicle inspector or inspecting organisation from the heavy vehicle specialist certifier, and
- (ii) the electronic copy contains all of the information from the original copy and is clear and legible.

3.1.2 Inspection and certification

4. LT400

The LT400 presented must be the original or emailed directly to a CoF inspector or inspecting organisation. Where the original LT400 has been lost or destroyed the certifier may provide a duplicate (photocopy) provided it is signed and dated by the HV certifier.

VIRM: LIGHT VEHICLE REPAIR CERTIFICATION

3-1 Duties and responsibilities

<https://vehicleinspection.nzta.govt.nz/virms/light-vehicle-repair/introduction/inspection-and-certification-process>

8. Repair certification documents e-mailed to entry certifiers, WoF inspectors and inspecting organisations

LT307s and LT308s can be emailed to entry certifiers and inspecting organisations provided:

- (i) emails are sent directly to the entry certifier inspecting organisation from the repair certifier, and
- (ii) the electronic copy contains all of the information from the original copy and is clear and legible.