

REPORTING OF VEHICLE INSPECTION DATA – CLARIFICATION OF TRANSPORT AGENCY’S EXPECTATIONS

Entry certification

JULY 2020

Waka Kotahi NZ Transport Agency is considering applications for appointment as an inspecting organisation undertaking light used entry certification or border inspection. We expect that new appointments will take effect from 1 January 2021.

In the application information, we signalled that new appointees will be required to meet additional reporting requirements for vehicle inspection data. Specifically, inspecting organisations will be required to provide the Transport Agency with quarterly reports about inspections conducted that include:

1. information about *each* inspection or certification decision (in the MS Excel format provided in Appendix D to the application requirements); and
2. inspection error rates, the types and causes of errors.

We have been asked to clarify these expectations.

Information that must be reported to the Transport Agency about each vehicle inspection

To clarify our expectations, Appendix D has been updated. The new **Appendix D1** is for entry certification.. The update is simply for clarity and does not change the substance of the expectations.

The information listed in the new Appendix must be obtained for each vehicle before the inspection process can be completed. We understand that, in some cases, an inspecting organisation will rely on its customers or other third party to provide information about a vehicle. Inspecting organisations will bear the responsibility of ensuring their customers and other parties with whom they engage understand what information must be provided to enable a vehicle to be inspected and certified.

We will publish guidance on these reporting requirements on our website to assist inspecting organisations to explain the requirements to their customers.

The table below provides further guidance on the information required to be collected.

Information required to be reported	Explanation
Date of certification and inspection	The date of the final inspection / certification decision.

Site of inspection	The name and address of the inspection site as listed on the Notice of Appointment.
Chassis number of vehicle	Self-explanatory.
Vehicle make, model and year of manufacture	Self-explanatory.
VIN	Self-explanatory – in case of border inspection, this is only required if known.
Name of vehicle inspector	Name of the vehicle inspector that made the inspection or certification decision.
Exporter / export agent	<p>The exporter / export agent is the primary <u>foreign</u> person / company that a New Zealand person / company contracted with to export the vehicle to New Zealand for sale / use on New Zealand roads.</p> <p>It does not matter whether the exporter ever <u>owned</u> / had title to the vehicle. The exporter is <u>not</u> generally the entity that <u>transports</u> the vehicle to New Zealand.</p> <p>Border inspectors and entry certifiers will need to accurately obtain this information from their customer or third party.</p>
Importer (in NZ) of vehicle name and address	<p>The importer is the primary New Zealand person / company who contracted to import the vehicle to New Zealand for sale/ use on New Zealand roads. The importer should be either a private individual person (seeking the vehicle for their individual use) or a registered motor vehicle trader in New Zealand.</p> <p>It does not matter whether the importer <u>owns</u> / has title to the vehicle. The importer is <u>not</u> generally the entity that <u>transports</u> the vehicle to New Zealand.</p> <p>Border inspectors and entry certifiers will need to accurately obtain this information from their customer or third party.</p>
Type of entity that paid for border / entry inspection service	This is the type of customer that paid for the inspection service. The options are importer, exporter (or export agent), compliance site, or other (to be specified). In the first three cases, the name of the customer will have been recorded separately.
Type of fee for border / entry inspection service	The options are fee for compliance, fee for inspection, fee for time/materials or other (to be specified).
Price range of fee for entry inspection service	The options are in increments of \$50.

Border inspection outcome (damage flag added Yes/No)	Self-explanatory. Entry certifiers will need to ensure this information is available to them and record it.
Entry inspection outcome	Self-explanatory. Only entry certifiers are required to record this information.
Damage flag lifted (if applicable)	Self-explanatory. Only entry certifiers are required to record this information.
Who lifted damage flag (if applicable)	Self-explanatory. Only entry certifiers are required to record this information.

Note (Appendix D1) Entry Inspecting Organisations are required to record the outcome of the prior border inspections in addition to information relating to Entry certification & inspection.

If you consider these proposed requirements present issues for your organisation, or if you consider we can be of further assistance, please contact Pat Towers (Manager Compliance, Border & Entry) at pat.towers@nzta.govt.nz.