

# SITE REQUIREMENTS CHECKLIST

## BORDER INSPECTION: USED MOTOR VEHICLES

The following requirements are referenced in the conditions of appointment as a Waka Kotahi NZ Transport Agency approved site for border inspection for used vehicles.

### SITE DETAILS

Site ID (if applicable)

Trading name (if applicable)

Full legal name (if different)

Inspecting site address

  


Business/company physical address (if different from inspecting site address)

  


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

  


### SITE REQUIREMENTS

The floor of the inspection area must be even and level and made of a material that will remain firm in all weather conditions.

**The inspection area must be situated within a structure** that has a roof and sides.

The following table sets out in further detail the minimum requirements for border inspection areas.

If you are taking over an existing site it may have been approved under legislation that has now been superseded. The site must meet the following requirements to be approved under current legislation.

#### INSPECTION AREA

SPECIFICATION: INSPECTION MEETS THE FOLLOWING REQUIREMENTS	APPLICANT TO FILL IN THIS COLUMN	TRANSPORT AGENCY CONFIRMED
Inspection area has roof and sides.		
Inspection area is on ground that is constructed of a material that will remain firm in all weather conditions.		
Inspection area is on ground that is even and level. <i>The ground will be considered level when it can be demonstrated that a vehicle will remain stationary with all brakes released.</i>		

## INSPECTION AREA (CONTINUED)

SPECIFICATION: INSPECTION MEETS THE FOLLOWING REQUIREMENTS	APPLICANT TO FILL IN THIS COLUMN	TRANSPORT AGENCY CONFIRMED
Inspection area has sufficient dimension to enable efficient and thorough inspection of any vehicle.		
The inspection area is sufficiently clear of structural and equipment intrusions (other than those necessary for the inspection process) to enable the efficient and thorough inspection of any vehicle).		
The inspection area is provided with sufficient lighting to enable good visibility of the vehicle being inspected and equipment used in the inspection process.		
<p><b>Note:</b> The upper body and internal inspection can be carried out in an open area if the weather condition and natural light is good. When the weather is bad (rain and snow) and the natural lighting is poor the upper body and internal inspections must be carried out in the inspection area.</p>		

## EQUIPMENT REQUIREMENTS IN THE INSPECTION AREA

EQUIPMENT REQUIREMENTS	APPLICANT TO FILL IN THIS COLUMN	TRANSPORT AGENCY CONFIRMED
Inspection hoist, pit or ramp that enables the efficient and thorough close visual inspection of the complete vehicle underbody.		
An industrial, hand-held inspection lamp (500 lux minimum).		
A digital camera which is capable of taking photos that meet the following specifications: <ul style="list-style-type: none"> <li>• 640 x 480 pixels in size.</li> <li>• RBG, 24 bits per pixel.</li> <li>• Minimum DPI of 72, maximum of 180.</li> </ul>		
Inspection area lighting should conform to New Zealand standard code of practice for interior lighting design (NZS 6703:1984), or subsequent amendments. <i>The code of practice establishes performance requirements for specific workplace lighting.</i>		

## CONTROLLED DOCUMENT STORAGE

Computer equipment and document storage must be located and operated from a location where the public does not have access when staff are not present. This secure area must be kept locked outside of normal business hours.

Do you have secure storage?

Yes

No

Computer equipment:

Located where public have no access when staff are not present.

Computer operating system is Windows 2000, XP or later

	APPLICANT TO FILL IN	TRANSPORT AGENCY CONFIRMED
Do you have a currently authorised vehicle inspector?		
Will you be making a separate application to have someone tested and approved by the NZ Transport Agency?		

## INSPECTION INFORMATION

Inspecting Organisations are required to have access to current copies of the appropriate NZ Transport Agency issued Vehicle Inspection Requirements Manual and PRS Manual.

These are accessed via the website <http://vehicleinspection.nzta.govt.nz>.

Other important and interesting information can be found on the website <http://vehicleinspection.nzta.govt.nz>.

## COMPLIANCE WITH STATUTORY REQUIREMENTS

It is the applicant's responsibility to ensure that the inspection premises and equipment comply with:

- Occupational Safety and Health requirements, and
- Any other relevant acts, regulations or local bylaws.

### Notes:

- a) Site plan must be included with application and must identify areas where structural and mechanical inspections are to be carried out.
- b) The applicant must note any requirements from the standards for hand held lighting on the site plan, and in these cases must use hand held lighting during inspections.

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## DECLARATION

On behalf of this Inspecting Organisation, I declare that the proposed inspection site meets the requirements as indicated on this form.

Signature

Date

Name

Title

**ENSURE THIS FORM IS COMPLETED IN FULL AND ALL REQUIREMENTS ARE MET BEFORE THE APPLICATION FORM IS RETURNED TO THE PROVIDER LICENSING TEAM**

**NZ Transport Agency use only**

**Overall result:**

Pass

Fail

Certification Officer's signature

Date

Name

Title

Notes, corrective actions required and recommendations
