VIRM: Heavy vehicle specialist certification amendment

Effective from **14 October 2026**

September 2026

Introduction

3-9 Documentation of heavy vehicle specialist certification

Table 3-9-1. Minimum file content

Required items (*if applicable)	**Certifier categories**			
	HVEA, HVET, HVEC, HVEL, ~~HVEK~~	**HMAD, HMTD, HMCD, HMLD, HMKD**	**HVS1, HVS2, HVS3, HVP1, HVP2**	**HVEK**
Procedure documentation sheet (PDS) ~~(identifying the vehicle, work carried out/certified, and the standards used)~~	✓	✓	✓	✓
LT400 (DC or SODC if applicable)*	✓	✓	✓	✓
Inspection notes and sketches*	✓	✓	✓	✓
Photographs showing: • the entire vehicle (where practicable)~~, VIN and plate (if registered)~~ • the vehicle's identifier – VIN or chassis number and plate (if registered) • the vehicle/component condition • condition before repair* ~~(if applicable)~~ • detailed views of the components • build/repair progress* ~~(if applicable)~~ • final inspection after all work completed. • ~~component rating and serial numbers* (if applicable)~~	✓	✓	✓	✓

Calculations, i.e.* • defined load cases • free body diagrams • all conditions of loading / load scenarios checked • allowable stresses (pass/fail).	✓		✓	✓
Hubometer history and residual life assessment (for certification items with mandatory fatigue consideration e.g. drawbar and drawbeam ~~recertifications only~~)	✓			
Proprietary component data*	✓	✓	✓	✓
Drawings* ~~/fabricator instructions~~	✓	✓	✓	✓
Material specifications	✓	✓		✓
Fabicator instructions: • welding procedures • bolting procedures	✓	✓		✓
Welder qualifications* ~~(positions and techniques)~~	✓	✓		
Evidence of design that was followed, .ie. one of:* • SoDC/DC and drawings • NZTA pre-approved solution (MRCoP) • A repair of a load anchor design from NZS 5444 • Manufacturers fitting instructions for replacement ~~fifth wheel or kingpin~~ of bolted components e.g. fifth wheel, kingpin, bolted tow eye and couplings.	✓	✓		✓
Vehicle information, e.g. data sheets, bodybuilder guide, vehicle history from LANDATA if already registered, etc*	✓	✓	✓	✓
NDT records* ~~as required~~	✓	✓		
Dynamic/physical testing records*	✓	✓		✓

Procedure Documentation Sheet (PDS)

The Procedure Documentation Sheet (PDS) is used to record the certification process for a vehicle. It is part of the certification file and captures key information and the steps taken during the certification.

An HVSC vehicle inspector must complete a PDS for every vehicle they assess for certification.

The PDS must record all determinations, professional opinions, Statements of Design Compliance (SoDC), and Design Certificates (DC) that are within the vehicle inspector's appointment. The PDS must be kept and provided if requested, in line with the conditions of the vehicle inspector's *Notice of appointment*.

The vehicle inspector must check that the information in the PDS is correct, then sign and date it. This responsibility cannot be delegated to another person.

See Reference material 1: Sample PDS documents

Where the information cannot be conveniently contained within the PDS it must be contained in a certification file and specified in the PDS, or, where it is a standard design, in documents held by the vehicle inspector and specified in the PDS.

Table 3-9-2. PDS content minimum requirements

(new table)

Required items*	Document to be issued by the VI				
Required information	**Professional Opinion**	**DC**	**SODC**	**HVE* LT400**	**HM*D LT400 (and HVE* working to a SoDC or DC)**
The Vehicle Inspector's name, ID number, and the business address where records are held	✓	✓	✓	✓	✓
Details for the vehicle(s) for which the design is applicable		✓			
Vehicle details and the identity of the vehicle	✓		✓	✓	✓
Identification of the design documents applied, e.g. SoDC & drawings				✓	✓
Verification by the Vehicle Inspector that the design documents contain sufficient & complete instructions for the manufacture, and or, modification, and or, repair, and or, installation; relevant to the vehicle and certification				✓	✓
Measurements and other factors relevant to the certification *	✓	✓	✓	✓	✓
Identification of the reasonably foreseeable operating and load conditions	✓	✓	✓	✓	Recommended

Identification of the rules and standards that the item is being certified to comply with		✓	✓	✓	✓
Identification of relevant assumptions and calculations		✓	✓	✓	
Identification of relevant drawings and manufacturing instructions		✓	✓	✓	
Reference to documents specifying the designs materials and its fabrication methods*		✓	✓	✓	✓
Identification of any other reference files*	✓	✓	✓	✓	
A record of vehicle inspections and identification of critical matters assessed during inspection(s);	✓		✓	✓	✓
Identification of welder(s), their qualification and qualification expiry.				✓	✓
A record of any delegated tasks*	✓	✓	✓	✓	✓
A record of final inspection after all relevant work is completed	✓			✓	✓
The reason(s) for refusing to certify any vehicle* Where a certification is declined the file shall contain a PDS and justification for the determination				✓	✓
Identify any exemption from requirement applied*	✓	✓	✓	✓	✓
Inspector's declaration (specified below for the appropriate appointment) signature, date of signing	✓	✓	✓	✓	✓
Declarations					
Engineers (HVE*)	I declare I "insert certifiers legal name" am a Heavy Vehicle Specialist Certifier – Engineer and I hold a current valid appointment as an inspecting organisation and vehicle inspector. I certify that the vehicle component design and certification specified in this Procedure Document Sheet complies in all respects with applicable requirements for the aspect at the time of certification. I also certify that I have carried out my inspection and certification activities in accordance with the conditions and requirements of				

	my appointment. To the best of my knowledge the information contained in this document is true and correct.
Local Manufacturers (HM*D)	I declare I “insert certifiers legal name” am a Local Manufacturer - Vehicle Inspector and I hold a current valid appointment under a Local Manufacturer - Inspecting Organisation “insert IO name”. I certify that the vehicle component design and certification specified in this Procedure Document Sheet complies in all respects with applicable requirements for the aspect at the time of certification. I also certify that I have carried out my inspection and certification activities in accordance with the conditions and requirements of my appointment. To the best of my knowledge the information contained in this document is true and correct.

5-1 Brakes (general)

Note 3 moved to top of page and heading removed. It is a general note and not specific to any one particular Rfr.

Note: Any proprietary software you use to calculate and commission the vehicle's brake system must be native to that system (approved by the manufacturer) and approved by NZTA.

Figure 5-1-1. Cardan shaft park brake warning sticker

New label (from April 2026)

Original label

We strongly encourage use of the new label (left), however the original label (right) still meets the CoF requirement.

Please order the new label – it's available free from our supplier Bluestar (Product code: TA5116).

NZTA agent Bluestar portal

11 Local manufacture and repair code of practice

> Each drawing has been separated into their own PDF. Files marked * are new. You can click the links to view the files. The page will be updated as per below on 12 October 2026.

11-7 Pre-approved repairs

MCRP-A001: 25NB (medium wall) pipe rail replacement repair

MCRP-A002: Replacement anchor lugs

MCRP-C002: Replacement or repair of trailer crossmember*

MCRP-C003.01: Web cracks at crossmember cutouts (channel crossmember and cutout)

MCRP-C003.02: Web cracks at crossmember cutouts (channel crossmember and cutout)

MCRP-C003.03: Web cracks at crossmember cutouts (channel crossmember and cutout)

MCRP-C004: Chassis crossmember or gusset crack*

MCRP-C005: Chassis cracks at SHS or RHS crossmember joint

MCRP-C006: Chassis web cracks at channel crossmember joint

MCRP-C010: Cracks at ballrace bolt holes*

MCRP-C012: Suspension hanger replacement*

MCRP-T001: Tow eye replacement

MCRP-T002: Drawbar dent repair

Technical bulletins

14 Lost or illegible identification plates for drawbars, drawbeams, towbars, load anchorage and log bolster attachments

> TB 14 updated to include the other certified items that have plates, these being load anchorage and log bolsters.
>
> The amendment will also allow other certifiers (not only the original) to issue duplicate plates after having verified the component.
>
> This takes away the need for another full certification and additional cost to the customer that provides no benefit to vehicle safety.

Standards

- Drawbars and drawbeams fitted heavy vehicles must be certified to NZS 5446~~:2007~~
- Towbars fitted to heavy vehicles must be certified to NZS 5467~~:1993~~
- Load anchorage fitted to heavy vehicles must be certified to NZS5444
- Log bolster attachments fitted to heavy vehicles must be certified to the log bolster attachment code.

Certification to these standards and code requires that components are identified by means of a prescribed ID plate fitted to the component.

Option one

The original certifier must verify the vehicle identity. The drawbar, drawbeam, towbar, load anchorage or log bolster attachment specifications are to be verified with the original certification records ~~and the drawbar/drawbeam/towbar specifications with the original certification records~~. The certifier shall also establish that the component has not been modified or repaired since original manufacture and certification. When the certifier is satisfied, they then issue a duplicate identification plate with the same expiry date (if required) and ensure that it is attached to the component.

If the HVSC is satisfied that the vehicle identity and the component ~~drawbar/drawbeam/towbar~~ can be verified with photographs, it is acceptable to perform this remotely.

Option two

If the original certifier is unavailable or unresponsive, and there is no clear documentation available to verify the originally certified state, the drawbar, drawbeam, towbar, load anchorage or log bolster attachment is re-certified by a certifier holding the appropriate category.

~~The drawbar/drawbeam/towbar is re-certified by a HVCT certifier in accordance with~~ Re-certification of ~~drawbars & drawbeams of known identity.~~ Replacement of the component is mandatory when the identity of the component is in doubt or the component has been modified or damaged and repaired with no evidence of subsequent recertification.

In the rare event that documentation is available and the certifier is confident that the existing component matches the original certification (with no modifications), a replacement plate may be considered. In such cases, the certifier assumes responsibility for verifying the component and must be prepared to support the certification if challenged. For example, this may occur within a business that holds files for a certifier who is no longer practicing.

Reference materials

1 Sample PDS document

> You can click the links to view the files. The page will be updated as per below on 12 October 2026.

PDF samples

Sample HM PDS

Sample HVE PDS

Sample HVEK PDS

Excel file samples

Sample PDS (HM, HVE, HVEK)