

VIRM amendment preview: In-service certification (WoF only)

February 2025

These changes will be published on **Monday 10 March 2025**.

Introduction 3-6 Check sheets

This change is to allow for the use of electronic signatures on check sheets.

Applicable legislation: [Land Transport Rule: Vehicle Standards Compliance 2002](#), section 2.3.

1. A check sheet that has been approved by the NZTA must be used. To get a checksheet approved, see:
 - [WoF check sheet specifications](#) (PDF)
 - [CoF check sheet specifications](#) (PDF).
2. The check sheet must **be completed fully and** accurately **record all applicable requirements for the vehicle class**, and the writing must be **clearly** legible on **all copies and be signed, either in writing or electronically, by the vehicle inspector** **the original and the duplicate page**. The vehicle inspector must sign the check sheet once they have completed the inspection and determined that the vehicle has either passed or failed the inspection.
3. Where parts of a vehicle are inspected by different people, all those inspecting the vehicle must be vehicle inspectors. The check sheet must record **which the** inspector **who** inspected **which each** part of the vehicle. One vehicle inspector must take overall responsibility for the inspection of the vehicle and that vehicle inspector must sign the check sheet **(either in writing or electronically)**.
4. A vehicle inspector can determine one of two outcomes:
 - a) Passed inspection: record the 'determination' as stated in [section 3-7](#) and issue a WoF label or CoF label or temporary permit
 - b) Failed inspection: record the 'determination' as stated in [section 3-7](#). The reasons for the failed inspection must be clearly stated on the check sheet.
5. The customer copy (usually the original) of the completed check sheet must be supplied to the vehicle owner or operator **if a fail is recorded or the customer requests it**. The agent copy (usually the duplicate) is retained by the inspecting organisation.

Introduction 3-8 Issuing the WoF or CoF label - 'evidence of vehicle inspection' - or temporary permit

This change is to allow for electronic check sheets to have the WoF label serial number recorded on the electronic check sheet, while stickers must still be applied to paper check sheets.

3.8.2 Completing and affixing the WoF or CoF label

Each WoF label has a unique serial number printed on three places of the reverse side. The **two small** serial number **stickers on the left** **are is provided** for cross referencing of the inspection documentation. The vehicle inspector must:

- **(for paper check sheets)** remove both serial number stickers and attach one to the customer copy and the other to the file copy **of the checksheet and the other to the customer's copy of the checksheet**
- **(for electronic checksheets)** record the serial number on all copies.