



Photos taken Yes / No (photos showing new equipment, inspection area layout changes are required)

Site sketch (accurate site and equipment dimensions must be displayed) or scale site plan displaying site and equipment dimensions

Premises modifications

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 building**, which has a roof; walls and doors made of permanent building materials.

The following table shows (in metres) the minimum dimensions for vehicle access and inspection areas for light vehicles, which must be clear of any structural intrusions apart from the vehicle hoist and roller brake machine.

The site must meet the following requirements to be approved under current legislation.

Minimum access, exit and turning circle specifications

SPECIFICATION	VEHICLE CLASSES		ACTUAL	WAKA KOTAHI CONFIRMED
	LC, LD	LE, MA, MB, MC, MD1, MD2, NA		
Minimum access and exit width	2.0m for LC 2.8m for LD	2.8m		
Minimum access and exit height	2.0m	3.0m		
Minimum level approach to roller brake machine <i>(measured from the centre of the rollers)</i>	2.0m	5.0m		
Minimum level exit from roller brake machine <i>(measured from the centre of the rollers)</i>	2.0m	5.0m <i>(note 1)</i>		
Minimum turning radius	5.0m	8.0m		
Marked turning circle diameter	N/A	N/A		

¹ Reverse - off facilities must have a minimum level distance behind the brake rollers

Minimum dimensions

SPECIFICATION	VEHICLE CLASSES		ACTUAL	WAKA KOTAHI CONFIRMED
	LC, LD	LE, MA, MB, MC, MD1, MD2, NA		
Inspection area width	2.4m	4.0m		
Inspection area height	2.0m	3.0m		
Inspection area length	2.0m	6.0m		

Minimum under-body inspection area specifications

AVAILABLE OPTIONS At least one of the following as applicable		VEHICLE CLASSES		ACTUAL	WAKA KOTAHI CONFIRMED
		LC, LD	LE, MA, MB, MC, MD1, MD2, NA		
Trolley jack and axle standards		Suitable lifting equipment	✓		
Vehicle hoist		N/A	✓		
Inspection pit	Width	N/A	0.8-1.0m		
	Depth	N/A	1.3m		
	Length	N/A	4m		

Notes:

- The under-body inspection facility must be located and centrally aligned within the inspection area.
- The pit length is measured at the base of the pit and does not include any steps that may be located at the ends.
- There must be sufficient and suitable lighting provided for the under - body inspection (minimum 400lux).

Equipment

EQUIPMENT	VEHICLE CLASSES		ACTUAL	WAKA KOTAHI CONFIRMED
	LC, LD	LE, MA, MB, MC, MD1, MD2, NA		
Brakes				
Access to level test strip	✓			
Waka Kotahi – approved roller brake machine (<i>calibrated within the last 12 months</i>)		✓	Make/model	
Running gear				
a) Two-post vehicle hoist (capacity)	Suitable lifting equipment	Any one of a, b or c		
b) Four-post vehicle hoist with built-in jacking mechanism (capacity)				
c) Four-post vehicle hoist industrial quality trolley jack				
d) Inspection pit with in-pit jack				
e) Inspection pit and industrial quality trolley jack				

Ambient lighting

Ambient lighting is required for each hoist/pit area being used. Enter readings into the spaces provided.

Location	Min. lux	Hoist/pit 1	Hoist/pit 2	Hoist/pit 3	Hoist/pit 4	Hoist/pit 5	Hoist/pit 6	Hoist/pit 7
Right side	500							
Left side	500							
Front	500							
Rear	500							
Underbody	400							
Lighting during inspection, underbody, interior, engine and boot (Min. 750 lux)								

Notes:

- Only the new or relocated hoists require lighting readings
- Inspection area lighting should conform to New Standard Code of practice for Interior Lighting Design, NZS 6703:1984 or subsequent amendments.
- Handheld lamp must be used when inspecting underbody, interior, engine and boot.
- Site plan must identify areas where structural and mechanical inspections are to be carried out
- You 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.

Photos attached?

Yes No

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 IT IS SUBMITTED.

Submit form and photos to BorderandEntry@nzta.govt.nz

Waka Kotahi use only

Overall result:

Pass

Fail

Certification Officer's signature

Date

Name

Title

Notes, corrective actions required and recommendations
