

Site requirements checklist

Entry-level certification (used light motor vehicles)

The following requirements are referenced in the conditions of appointment as an NZ Transport Agency Waka Kotahi (NZTA)-approved site for entry-level certification of used light vehicles.

Requested authority

Tick applicable boxes.

- LC, LD, LE
- MA, MB, MC, MD1, NA
- MD2 (holding Group 10 and 24)

Site details

Site ID (if applicable)

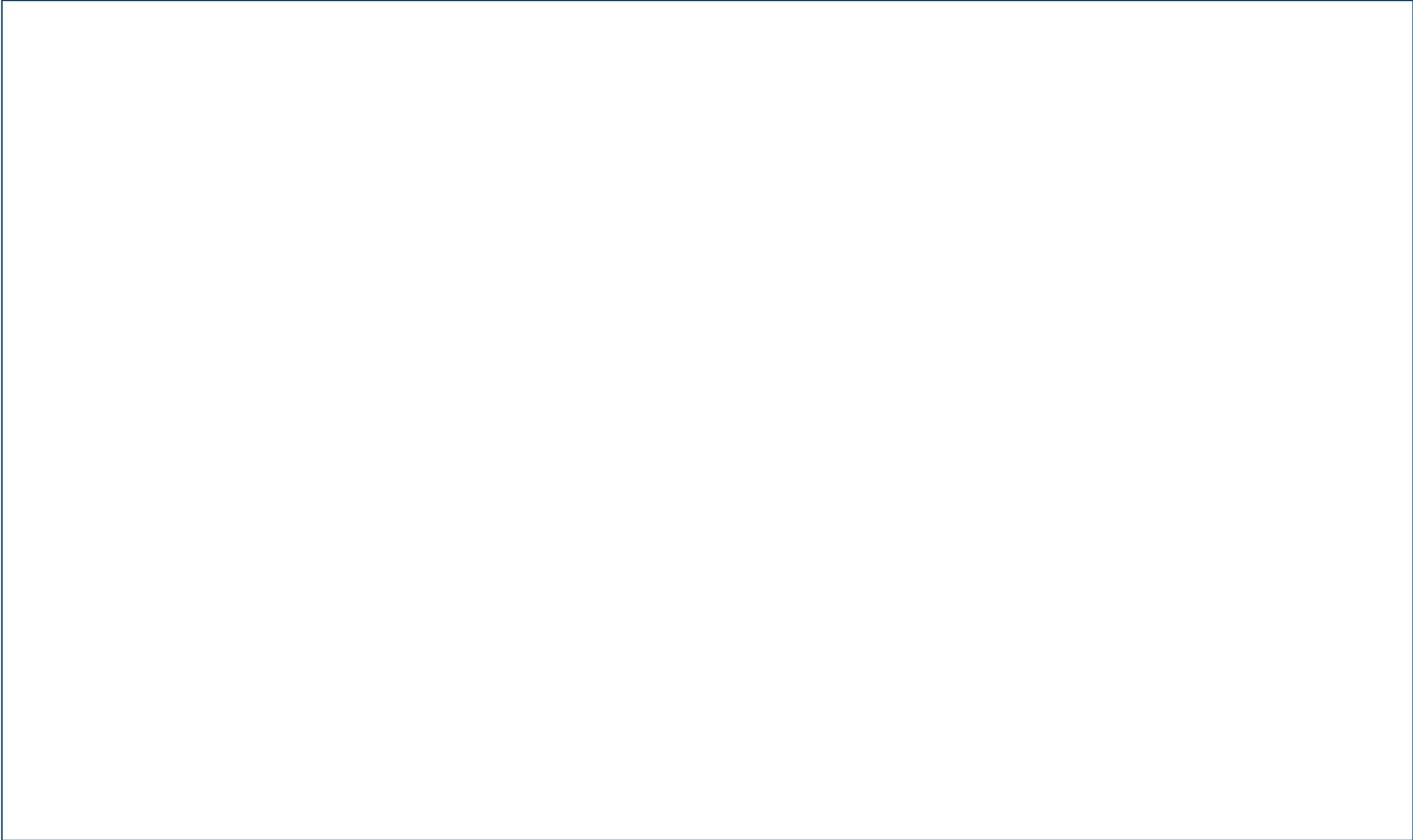
Trading name (if applicable)

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)



Photos taken Yes / No

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

Premises 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 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.

If you are taking over an existing site it may have been approved under legislation that has now been superseded.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.

Minimum access, exit and turning circle specifications

Specification	Vehicle classes		Actual	NZTA confirmed
	LC, LD	LE, MA, MB, MC, MD1, MD2, NA		
Minimum access and exit width	2.0m (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	NZTA 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	NZTA 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	Vehicle classes		Actual	NZTA confirmed
	LC, LD	LE, MA, MB, MC, MD1, MD2, NA		
Lamps				
Commercial quality optical headlamp beamsetter	✓	✓		
Vision				
Calibrated electronic light transmission measuring device (<i>lightmeter</i>)	N/A	✓		
Brakes				
An approved motorcycle helmet if road testing is carried out.	✓	✓ (LE only)		
Access to level test strip	✓			
NZTA-approved roller brake machine (<i>calibrated within the last 12 months</i>)		✓	Make/model	
Calibrated equipment to measure disc runout	✓	✓		
Calibrated brake drum measuring device	✓	✓		
Calibrated brake disc measuring device	✓	✓		
Suitable container for sampling and checking brake fluid	✓	✓		
Seats and seatbelt anchorages				
1m straight edge	N/A	PSV entry only		
Spirit level	N/A			
Plumb bob	N/A			
Torque wrench	N/A		✓	
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				
Vehicle dimension				
3m measuring tape	✓	✓		
VIN				
NZTA-approved VIN embossing machine	✓	✓		
Rivet gun	✓	✓		
Other				
Industrial quality hand held inspection lamp (<i>minimum 750 lux</i>)	✓	✓		
Leverage bar (<i>steel or similar material</i>) for steering and suspension		✓		
Graduated tyre tread depth gauge	✓	✓		
MD2 applicants with a current CoF A authority				
Certificate of loading (CoL) labels	✓	-		
CoL printer	✓			

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

- Inspection area lighting should conform to New Standard Code of practice for Interior Lighting Design, NZS 6703:1984 or subsequent amendments.
- Hand held lamp must be used when inspecting underbody, interior, engine and boot.

Approved vehicle exhaust emissions testing equipment

Make/model	Serial number	Calibration date

Controlled document storage

Controlled documents (VIN equipment, WoF and CoF labels, VIN plates, checksheets) must be securely stored. The secure area must be kept locked outside of normal business hours and be protected from public access.

Note: third party compliance sites. IO must have a secured office. Third party site staff must not have access to the secured area unless IO staff are present.

Existing site change of IO or third party site

If an existing site changes either the IO or third party ownership and the site was previously approved with a shared workspace, then the following options will apply:

Option A

If the site can be modified, either by way of renovation or relocation of the shared space, this will need to be done before the site can be approved.

Option B

If the site is not able to be modified, and not able to be relocated (Certification Officer-confirmed), the additional security protocols and requirements will need to be in place before the site can be approved:

- The VIN embosser must be secured so it cannot be accessed when the VI is not on site.
- WoF labels must be always secured.
- All compliance paperwork and VIN plates must be secured in a locked cabinet when the VI is not on site (third party site must not have access to compliance paperwork)
- Computer to be secured via password at all times.

Do you have secure storage? Yes No

VIN embosser secured? Yes No

Inspection staff

Inspectors must be approved by NZTA.

	Applicant to fill in	NZTA confirmed
Do you have a currently authorised vehicle inspector?		
Will you be making a separate application to have someone tested and approved by NZTA?		

Inspection information

Inspecting organisations are required to have access to current copies of the appropriate NZTA-issued *Vehicle inspection requirements manual (VIRM)* and *LATIS agents' manual*. A quality management system (QMS) must also be in place.

These are accessed via the website <http://vehicleinspection.nzta.govt.nz> and <https://agent.nzta.govt.nz/> (login required)

Manual	NZTA confirmed
<i>VIRM: Entry certification</i>	
<i>VIRM: In-service certification</i>	
<i>LATIS agents' manual</i>	
QMS in place	

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

- Site plan must be included with application and must identify areas where structural and mechanical inspections are to be carried out.
- 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.

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

NZTA use only

Overall result:

Pass

Fail

Certification Officer's signature

Date

Name

Title

Notes, corrective actions required and recommendations
