

Roles guide

Vehicle Inspection and Certification (VIC) system

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More information

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This document is available on NZTA's website at www.nzta.govt.nz

Introduction to this guide

This guide provides information on the roles within Vehicle Inspection and Certification (VIC).

Visit vehicleinspection.nzta.govt.nz/vic for guides to setting up and managing users, logging in, navigating, and viewing vehicle information.

How roles are used in VIC

To control who has access to VIC and what activities they can complete, VIC assigns roles.

There are two roles in VIC.

Role	Description
Organisation administrator	• Each inspecting organisation site has an assigned administrator who manages user access to VIC using the NZTA access portal (AP). They're responsible for adding VIC users. This is required when an inspecting organisation site first gets access to VIC. After that, they'll need to add, disable, reenable and remove users as required. • The administrator may be the site manager or someone delegated to this role. • If a user leaves an inspecting organisation site, the administrator must remove their VIC access immediately and notify NZTA as per current process. • Multiple inspecting organisation sites can have the same administrator. • An inspecting organisation site can have more than one administrator. • NZTA are the only ones who can add administrators. • Administrators (and NZTA) are the only ones who can remove administrators. • An administrator can also have the user role • Setting up and managing users for administrators VIC system guide
User	• There are two user roles available. • The inspector role should be assigned to users who have been appointed by NZTA as a vehicle inspector. • The data entry role should be assigned to users who have delegated authority as set out in the Quality Management System (QMS) to record inspections on behalf of vehicle inspectors. • Both roles can record, update and delete inspections. • Roles are added by the organisation administrator. • There's no limit to the number of users per inspecting organisation site. • Users can be added to multiple organisation sites if they work across them. The administrator for each organisation site needs to add them.

Need help?

Call 0800 804 580 and select option 4 for VIC queries.