

Notice of Appointment

As a New Light Vehicle Entry Inspecting Organisation

Under clause 2.2(1)(d) of the Land Transport Rule: Vehicle Standards Compliance 2002

1. **LEGAL ENTITY NAME (COMPANY NUMBER OR NZBN)** is appointed by the Director of Land Transport (the Director), as an Inspecting Organisation (IO) responsible for the outcomes of the new light vehicle entry (NLE) inspection and certification activities specified in Schedule Two (the Activities).
2. **LEGAL ENTITY NAME** must employ or engage a Vehicle Inspector, in this instance the vehicle inspector is known as a 'Vehicle Compliance Inspector' (VCI), to carry out the new light vehicle entry certification activities specified in Schedule Two (the Activities). The details of the VCI are contained in Schedule Three and all VCIs must comply with the Code of Conduct in that schedule.
3. If the VCI specified in Schedule Three ceases to be employed or engaged by **LEGAL ENTITY NAME** for any reason, the IO will not be permitted to carry out any of the Activities until such time as a new VCI is employed and a new Schedule Three has been issued to the IO.
4. The IO may delegate the inspection and issue of the NLE first Warrant of Fitness (WoF) to any currently appointed in service vehicle inspector with the correct inspection group. Any such delegation must be in writing and be made available to the Director upon request. In accordance with clause 2.4(2) of the Rule, and for the avoidance of doubt, **LEGAL ENTITY NAME** remains responsible for the full inspection and certification process and outcome whether or not the NLE first WoF inspection and certification is carried out under delegation.
5. The IO must be the vehicle manufacturer's authorised representative in New Zealand for the make and class of vehicle certified.
6. If the IO is based overseas, the IO must abide by the requirements in Schedule Four.
7. The appointment of the IO starts on **DD/MM/YYYY**, and, unless an appointment is surrendered, suspended, revoked, or extended, the appointment ends on **DD/MM/YYYY** (the Term). The Term may be extended in accordance with clause 1.5 of Schedule One.
8. Any previous appointment or approval under section 2 of the Land Transport Rule: Vehicle Standards Compliance 2002, or any previous comparable legislation, in respect of the Activities specified in this Notice terminates and no longer has effect from the start date of this Notice. For the avoidance of doubt, where the IO holds any other appointment or approval in respect of activities that are not specified in this Notice, such appointments or approvals are not affected by this Notice.
9. If the IO intends to seek renewal of this Notice of Appointment, the IO must notify the Agency by completing an application to have their appointment renewed. This notification must be sent at least 3 months prior to the expiration date in (7) above. If notification is not received at least 3 months prior, the appointment for the IO will expire on the date specified in (7) above, and a new application will be required.
10. If the VCI intends to leave the IO, four weeks' notice must be provided in writing to the Agency stating the end date of the VCI's employment or engagement.
11. The Appointment is subject to the requirements and conditions contained in the following schedules, which may be amended by the Director from time to time with reasonable notice.
 - (a) Schedule One: General requirements and conditions of appointment.
 - (b) Schedule Two: Specific requirements and conditions of appointment.
 - (c) Schedule Three: VCI Code of Conduct

(d) Schedule Four: Requirements for Overseas-based IO's operating in New Zealand

12. For the avoidance of doubt, the Director may from time to time impose further requirements and conditions as reasonably necessary and amend any of the terms of Appointment as reasonably necessary. The Director may consult appointees on significant amendments on a case-by-case basis. Should the Director determine to impose further or amended requirements and/or conditions the IO will be advised in writing with reasonable notice. Any failure to comply with such further or amended requirements and/or conditions from the date they take effect will be a failure to comply with requirements and/or conditions of this Notice.

Dated: DD/MM/YYYY

Issued by the Director of Land Transport

SAMPLE

Schedule One

GENERAL REQUIREMENTS AND CONDITIONS OF APPOINTMENT

Version: 1

Start date: DD/MM/YYYY

1 Regulatory appointment

- 1.1 The IO must carry out the Activities competently and diligently and in accordance with the following (as may be amended or replaced from time to time, including with reasonable notice during the Appointment):
 - (a) Land Transport Act 1998 (the Act), particularly section 4.
 - (b) Land Transport Rule: Vehicle Standards Compliance 2002 (the Rule).
 - (c) This Notice of Appointment (including schedules and amendments).
 - (d) All applicable current conditions, requirements, and guidelines issued by NZTA or the Director, including the applicable Vehicle Inspection Requirements Manual(s) (VIRM); and
 - (e) Any other applicable legislative requirements, including the Privacy Act 2020.
- 1.2 If there is any discrepancy between the above documents, the IO must comply with legislative requirements first (including the Rule and other legislative instruments) and then the requirements of NZTA or the Director. Any discrepancy identified between legislative requirements and NZTA or Director requirements must be reported by the IO to NZTA as soon as possible.
- 1.3 The Director will monitor and audit the performance and compliance of the IO and VCI and, if the Director is satisfied on reasonable grounds that the IO or VCI has failed to comply with any requirements and conditions of this Appointment, including statutory requirements, then the Director may require the IO to undergo an investigation and take compliance action (including requiring remedial action, and/or amending, suspending or revoking the Appointment).
- 1.4 The Director may amend, suspend, or revoke the Appointment or take such other remedial action as appropriate if satisfied on reasonable grounds that the IO has failed to comply with the Appointment or there has been a change of circumstances that would have materially affected the assessment by NZTA or the Director of the IO application for appointment.
- 1.5 If the IO has submitted an application to have the NOA renewed (as per Clause 9 above), the Director may, in accordance with the Rule, extend the Term up to a maximum of 10 years following the expiry of the initial term of appointment. Before granting any extension, the Director must consider the IO's performance under the Appointment and the suitability of granting an extension.
- 1.6 Nothing in this Notice of Appointment or the attached Schedules limits the powers of NZTA or the Director under any legislation, including the Rule.

2 General requirements for participants in the land transport system

- 2.1 The IO is a “participant” in the land transport system and the Appointment is a “land transport document” as those two terms are defined in the Act.
- 2.2 The IO is therefore a person who must be aware of and comply with the “General requirements for participants in the land transport system” as specified in section 4 of the Act insofar as they apply to the IO and the Activities.

3 Quality management system (QMS)

- 3.1 The IO must have, and maintain, a Quality Management System (QMS) that meets NZTA requirements and is approved by the Director.
- 3.2 The IO must have a comprehensive understanding of the QMS and ensure compliant outcomes through its use.

4 Reliance on the application for appointment and ongoing obligation to inform the Director

- 4.1 The Director has relied on the information provided in the IO application for appointment and will continue to rely on that information.
- 4.2 The IO must advise the Director, on an ongoing basis as soon as is reasonably practicable, and in any case within 14 days of any changes, if:
 - (a) any of the circumstances or information contained in the IO’s application for appointment change in any material respect.
 - (b) any of the IO or VCIs contact details change (including, but not limited to, business address, phone numbers, and email address).
 - (c) there is any change of circumstances that could affect the Directors assessment of the IO:
 - (i) ability and competence to carry out inspection and certification activities.
 - (ii) quality assurance arrangements and performance management systems.
 - (d) the IO ceases in whole or in part to carry out the activities.
 - (e) the IO or the persons in control of the IO are charged with or convicted of a criminal offence or serious transport-related offence or are subject to any serious complaint relating to the Activities.
 - (f) the IO has any reason to believe that an inspection and certification of a vehicle or vehicle component has been carried out incorrectly.
 - (g) the IO has any reason to believe that any person associated with the IO in relation to the Activities has compromised or has attempted to compromise the integrity of any inspection and certification decisions.
 - (h) the IO has become aware of a defect that may affect the safety performance of a vehicle or component that has been inspected and certified.
 - (i) the IO has become aware of an issue that may affect the standards compliance of a vehicle or component that has been inspected and certified.

5 Fitness and propriety, current driver licence

- 5.1 The IO, VCI, any person with a delegation to carry out the inspection and issue of the NLE first WoF, and the persons in control of the IO must continue to be fit and proper persons.
- 5.2 The IO must ensure that the VCI and any person who assists the IO or VCI to carry out the Activities, whether by delegation or otherwise, holds any necessary driver licence and qualifications, and has the skills to carry out the role.

6 Monitoring, review, investigation and audit

- 6.1 The Director will monitor and audit the performance of the IO's compliance with the requirements and conditions of the Appointment, including statutory requirements. The Director may require the IO to undergo investigations and provide information to the Director as the Director reasonably considers appropriate and relevant.
- 6.2 If the Director is satisfied that the IO has failed to comply with any of the requirements and conditions of the Appointment, the Director may take any of the following actions in accordance with the Rule:
 - (a) Require the IO to undergo an investigation; and/or
 - (b) Require that remedial action be undertaken; and/or
 - (c) Suspend the whole or any part of the Appointment for a specified period or until specific conditions are met; and/or
 - (d) Revoke the whole or any part of the Appointment; and/or
 - (e) With immediate effect suspend the whole or part of the Appointment or impose any conditions on the Appointment.
- 6.3 The IO, VCI, and any person with a delegation, including to carry out the NLE WoF inspection, must give all reasonable assistance in respect of any audit or inspection carried out by or on behalf of the Director.
- 6.4 Where the Director authorises user codes and passwords to access NZTA's systems, The IO, VCI, and any person with a delegation to carry out the inspection and issue of the NLE first WoF shall ensure that the user codes and passwords are held securely and used responsibly only by the person they were allocated to. The IO is responsible for all inspections and certifications recorded onto NZTA's system using these user codes and passwords.

7 Delegation

Unless separately authorised in writing, the IO may not assign, delegate, subcontract, or transfer the functions of inspection and/or certification other than as authorised in this Notice. All delegations, including those authorised in this Notice, must be clearly recorded in the IOs QMS and be kept up to date. The IO nevertheless remains fully responsible for the certification.

8 Interpretation

In this notice some terms have special meanings:

COMMON TERMS	MEANING
Inspecting Organisation (IO)	means the person or entity that is appointed as an Inspecting Organisation (IO) and who is responsible for the outcomes of the new light vehicle entry inspection and certification activities
We, us, the Director, Waka Kotahi, NZTA	means the Director of Land Transport
The activities	means the activities a new light vehicle entry inspecting organisation, vehicle compliance inspector, and vehicle inspector performs to inspect and certify vehicles for their first entry into service in New Zealand, carried out in accordance with the requirements of this notice.
The Rule	means the Land Transport Rule: Vehicle Standards Compliance 2002.
Enter service	means to begin to be operated in service on the road in New Zealand for the first time
Notice, this notice	means this notice of appointment, including any schedule(s)
Vehicle Inspector	means the Vehicle Compliance Inspector (VCI) employed or engaged by the IO to carry out the activities specified in Schedule Two
In-service vehicle inspector	means an in-service vehicle inspector (VI) holding a current delegation from the IO to carry out the NLE 1 st WoF
Certify	a desk-based process completed by the VCI
Inspect	the physical inspection of the vehicle by the in-service VI completing the first WoF

Schedule Two

SPECIFIED ACTIVITIES

Effective date: DD/MM/YYYY

MAKES AND CLASSES OF VEHICLES

1. The IO and VCI may only certify NEW light motor vehicles or NEW motorcycles. Those vehicles must be of the following makes and classes:

Brand/Make	Vehicle Class

2. If the IO intends to add a new make, it must make application to the Director, and supply Statements of Compliance signed by the VCI and supported by homologation documents, a letter from the vehicle manufacturer, and VIN decode/vehicle class information.
3. Before certifying any vehicle, the VCI must be satisfied, and have sufficient evidence, that the vehicle has been designed and manufactured to approved vehicle standards. This evidence must be available to the Agency, upon request, at all times.

CERTIFICATION AND REGISTRATION PROCESS

1. No vehicle may be certified under this appointment unless the IO or VCI has first received, from the vehicle manufacturer, details of the standards compliance in the format as shown in the Sample Statement of Compliance on NZTA's website, minus the VIN/chassis number and year of manufacture fields. This Statement of Compliance must be signed by the VCI.
2. Homologation documents and test certificates from the Manufacturer must be available to the NZTA upon request.
3. Individual vehicle compliance is confirmed by way of completion of the MR2A.
4. No vehicle may be certified under this appointment unless the IO/VCI has ensured the vehicle has been designed and constructed using components and materials that are fit for their purpose and is within safe tolerance of its state when manufactured by ensuring a Pre-delivery inspection (PDI) is carried out. The PDI inspection must be entered prior to the Warrant of Fitness.
5. Where the IO or VCI becomes aware of any vehicle to which this appointment applies that is not certified and being operated unlawfully on a road (e.g. a prototype vehicle), the IO or VCI will advise NZTA, and will take all practicable steps to certify that vehicle within 20 business days.

Dated: DD/MM/YYYY

Issued by the Director of Land Transport

Schedule Three

VEHICLE COMPLIANCE INSPECTOR CODE OF CONDUCT

APPOINTMENT

The Vehicle Compliance Inspector named below is to carry out the new light vehicle entry certification activities specified in Schedule Two (the Activities).

The VCI must comply with all requirements and conditions contained in this CoC, IO notice of appointment, including all schedules, as applicable.

INTRODUCTION

The primary purpose of the NZ Transport Agency (NZTA) is to create transport solutions for a thriving New Zealand. Our role in improving New Zealand's land transport system extends from planning and funding activities, supporting public transport, and building the networks that connect communities to ensuring that the people and vehicles that use our system are safe to do so. The vehicle inspection and certification industry contribute to the successful achievement of our goals and purpose by ensuring that only vehicles that meet the published safety standards are certified for use on New Zealand roads.

SCOPE OF THE CODE OF CONDUCT

The Code of Conduct (COC) provides the minimum ethical and behavioural standards that are expected of all Vehicle Compliance Inspectors (VCIs) to deliver certification services. No COC can address every situation you may encounter and therefore this is not a substitute for your responsibility to exercise, and accountability for exercising, good judgement. You are encouraged to seek additional guidance as necessary. Failure to comply with the COC is, or may be, a breach of the requirements and conditions of the IO appointment and can be investigated by the NZTA and ultimately result in a reprimand, warning or, in serious cases, suspension or revocation of appointment.

PRINCIPLES OF THE CODE OF CONDUCT

Delivery of services

I undertake to deliver all vehicle compliance inspection services objectively and consistently, to the standards directly or indirectly specified in the Vehicle Inspection Requirements Manual (VIRM), the Vehicle Compliance Rule, the Quality Management System of my Inspecting Organisation, and other instructions issued by the NZTA.

Privacy and confidentiality

I respect the public's privacy and confidentiality and will not misuse or disclose any personal information received in the course of providing inspection and certification services.

Honesty and integrity

I will act honestly and conscientiously and maintain high standards of integrity. I will not promise, give or accept inducements or favours that are intended to, or may reasonably be construed as intending to, compromise the integrity of the inspection/certification process and outcomes.

Conflict of interest

I will undertake all activities in such a way that avoids conflicts of interest and inappropriate influence and will not engage in behaviour that creates an actual conflict of interest or participate in unfair or illegal trade practices.

Compliance with legislation, policies, and procedures

I will fully comply with all laws – statutory, regulatory and judicial – that are relevant to the vehicle inspection industry in New Zealand. I will comply with all relevant NZTA instructions as issued from time to time. I will ensure that no vehicles enter the New Zealand fleet unless they are designed and constructed using components and materials that are fit for purpose and meet approved vehicle standards.

Business conduct

I will conduct my business and act in a manner that enhances the reputation of the industry in the community and with the public. I will engage with other industry participants and NZTA in a constructive and professional manner. I will report to the NZTA, in good faith, possible violations of this Code and the NZTAs inspection requirements.

ACKNOWLEDGEMENT

I have read and understood this Code of Conduct. I am committed to delivering services in accordance with the Code’s requirements.

Vehicle Compliance Inspector (VCI):

Full Name:

Signature:

Date:

Inspecting Organisation (IO) Endorsement:

Inspecting Organisation Name:

IO Representative Name:

IO Representative Signature:

Date:

Schedule Four

REQUIREMENTS FOR OVERSEAS-BASED NEW ENTRY INSPECTING ORGANISATIONS OPERATING IN NEW ZEALAND

This Appendix outlines the conditions and expectations for overseas-based Inspecting Organisations appointed to operate in New Zealand for New Entry Certification.

It ensures that NZ Transport Agency (NZTA) retains appropriate oversight and authority over inspection and certification activities.

This appendix applies to all Inspecting Organisations based outside New Zealand that have been formally appointed to carry out vehicle inspection and certification activities within New Zealand.

Communication Standards

Inspecting Organisations must maintain clear and effective communication with NZTA. All correspondence and conversations must be conducted in proficient English to ensure mutual understanding and regulatory compliance.

Access to Documentation

Inspecting Organisations must provide NZTA with unrestricted access to all relevant documentation related to inspection and certification activities. This includes, but is not limited to, quality management systems, training systems, statements of compliance, homologation documents.

Jurisdiction and Statutory Compliance

The overseas-based Inspecting Organisation must formally agree to:

- Submit to the jurisdiction of the New Zealand courts.
- Comply with performance reviews initiated by NZTA.
- Grant NZTA the same rights and powers as it would have over an organisation physically located in New Zealand, despite the organisation being based overseas.

Availability for Performance Reviews

Appointed Inspecting Organisations must have a Vehicle Compliance Inspector (VCI) who is available to travel to New Zealand for performance reviews when requested by NZTA. These reviews may be scheduled periodically or conducted on an ad hoc basis.

Dealer Oversight

Appointed Inspecting Organisations based overseas must have a VCI, or a person formally delegated under their authority, who is available to travel to New Zealand to conduct dealer visits. Each dealer is expected to receive at least one physical visit within every 12-month period to ensure compliance with inspection and certification standards.

Compliance and Enforcement

Failure to comply with the requirements outlined in this Schedule may result in enforcement actions, including suspension or revocation of appointment.