

Business Name / Logo		Full Business contact details		Reference #: Date opened: Other:	
Records are held at the above address					
EXAMPLE PROCEDURE DOCUMENTATION SHEET - PDS (HM)					Page 1
Client:		Phone:			
Address:		Mobile:			
Veh. fleet #:		Email:		Order #:	
Year:		Make:		Model:	
VIN:		Hubo:		Km	
Reg. #:		Veh. Class:		GVM: kg GCM: kg	
Wheelbase: mm		Tare: kg		Front: kg Rear: kg	
Work Description:					
Delegated: To:					
Initial Inspection:		Note:		Photos? ☐	
Date:					
Second Inspection:		Note:		Photos? ☐	
Date:					
Final Inspection:		Note:		Photos? ☐	
Date:					
Welder 1:		Cert. #:		ISO9606 'or' AS/NZS2980	
Expiry:		Positions:		W.P.S. : Weld site:	
Welder 2:		Cert. #:		ISO9606 'or' AS/NZS2980	
Expiry:		Positions:		W.P.S. : Weld site:	
SODC #:		Design Cert #:		Rating (s):	
Issuer ID:		Issuer ID:			
Issue date:		Expiry:			
Standard: NZS...		Standard: NZS...			
Drawing(s) #:		Drawing(s) #:			
Issuers appointment is current: Y / N		Design document(s) compliant & sufficiently detailed:		Y / N	
MrCOP #:					
Component 1:		Identifier:		Rating:	
Component 2:		Identifier:		Rating:	
Rule(s):					
☐ Heavy Vehicles - 31002		☐ Vehicle Repair - 34001		☐ Vehicle Dimensions & Mass - 41001	
☐ Heavy Vehicle Brakes - 32015		☐ Passenger Service Vehicles - 31001		☐ Other	
☐ Seat & Seat Anchorages - 32004		☐ Seatbelt & Seatbelt Anchorages - 32011			
Standard(s):					
☐ LM - Repair Code of Practice		☐ NZS 5444 - Load Anchorage Points		☐ Log Bolster Attachment Code	
				☐ See SoDC / DC	
File content:					
LT400		Y / N		Vehicle info / data, LanData	
SoDC or DC		Y / N		Material specifications	
Inspection notes & sketches		Y / N		Proprietary component data	
Photographs		Y / N		Drawings / fabricator instructions	
Welding/bolting procedures		Y / N			
Welder qualifications		Y / N			
Testing records		Y / N			
Evidence that design was followed		Y / N			
Date closed:		Category:		Certifier:	
ID:					
I declare I am a manufacturing HVSC vehicle inspector. I hold a current appointment as a vehicle inspector and am a current employee of the manufacturing HVSC inspecting organisation.					
I certify that the vehicle component design and certification specified in this Procedure Document Sheet complies in all respects with applicable requirements for the aspect at the time of certification. I also certify that I have carried out my inspection and certification activities in accordance with the conditions and requirements of my appointment. To the best of my knowledge the information contained in this document is true and correct.					
Signed					
LT400 #:		Expiry Date:		Km	
				Issue Date	

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EXAMPLE PROCEDURE DOCUMENTATION SHEET - PDS (HM)

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Sketch's and free text notes:

Any extra inspections?

Any reasonably foreseeable or special operating and load conditions?

Any specific reference material?

Any factors to be taken into account?

Any written and agreed requirements?

Any critical dimensions (recorded)?

Any assumptions?

Any special actions?

Any professional statements / opinions issued?

If job not completed reason why and closing date

Deligated tasks recorded?