

Business Name / Logo

Full Business contact details

Reference #:
Date opened:
Job site:
Other:

Records are held at the above address

EXAMPLEPROCEDURE DOCUMENTATION SHEET - PDS (HVEK)Page 1

Client:

Phone:

Address:

Mobile:

Veh. fleet #:

Email:

Order #:

Reg. #:

Make:

Model:

VIN:

Hubo:

km

Date of manufacturer:

Date first NZ registered:

Veh. Class:

Wheelbase:

mm

Tare:

kg

GVM:

kg

GCM:

kg

Front:

kg

Rear:

kg

Veh. is (or will be) modified:

Y / N

Work Description:

Delegated:

To:

Initial Inspection:

Note:

Photos?

Date:

Second Inspection:

Note:

Photos?

Date:

Final Inspection:

Note:

Photos?

Date:

Rule(s):

☐ Heavy Vehicle Brakes - 32015

☐ Vehicle Dimensions & Mass - 41002

☐ Heavy Vehicles - 31002

☐ Passenger Service Vehicles - 31001

☐ Vehicle Repair - 34001

☐ Other

Standard(s):

☐ 71/320/EEC (a)

☐ UN / ECE R13 (b)

☐ FMVSS 105 (c)

☐ FMVSS 121 (d)

☐ ADR 35 (e)

☐ Tech std. truck & bus brakes Japan (f)

☐ Tech std. ABS Japan (g)

☐ Tech std. Trailer brakes Japan (h)

☐ NZ HVBC

Key references:

SODC #:

DC #:

Issuer ID:

Drawing #:

OEM information:

Y / N

Other:

Compliance mechanism

=

HVBR 32015

☒

Via

Std.

☐

Section 6

☐

Schedule 5

☐

Schedule 4

☐

File content:

LT400 or SoDC

Y / N

Vehicle info / dimensions

Y / N

Material specifications

Y / N

Inspection notes & sketches

Y / N

VIN to std validated

Y / N

Drawings / schematic

Y / N

Photographs

Y / N

LanData info

Y / N

Calculations

Y / N

Vehicle I.D'ed

Y / N

Proprietary component data

Y / N

Testing records

Y / N

Date closed:

Category:

Certifier:

ID:

I declare I am a Heavy Vehicle Specialist Certifier – Engineer and I hold a current valid appointment as an inspecting organisation and vehicle inspector. 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:

Business Name / Logo

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EXAMPLE PROCEDURE DOCUMENTATION SHEET - PDS (HVEK)

Page 2

Sketch's and free text notes:

Any extra inspections?

Any professional statements / opinions issued?

Any specific reference material?

Any factors to be taken into account?

Any written and agreed requirements?

Any reasonably foreseeable or special operating and load conditions?

Any critical dimensions (recorded)?

Any assumptions?

Any special actions?

If job not completed reason why and closing date

Deligated tasks recorded?