

Correct as at 19th May 2026. It may be superseded at any time.

Extract taken from: Entry certification > Introduction > The inspection and certification process > Overview

## Overview

**IMPORTANT:** The VIRM: In-service certification is an integral part of the entry inspection and certification process. A vehicle must be inspected to verify it complies with the requirements set out in the VIRM: In-service certification and in this manual in order to be certified for entry into service. This manual highlights where any requirements in the VIRM: In-service certification manual do not apply at entry (eg brake inspection).

### VIRM: In-service certification

**Note:** a partially completed (eg cab chassis) heavy vehicle can be passed for entry certification where not all in-service requirements are met. An Annex C permit can be issued instead of a CoF at the end of inspection.

See [1-5 Annex C: conditional operation of a vehicle](#) for such vehicles.

In order to inspect and certify a vehicle for entry into service the vehicle inspector and inspecting organisation must take the following steps:

1. Know the vehicle inspector's and inspecting organisation's responsibilities. Part 1 lists the legal responsibilities. The vehicle inspector and inspecting organisation must read and understand them.
2. Identify the vehicle class. Part 5 of this section provides a table of vehicle classes.
3. Establish whether the vehicle requires inspection and certification for entry into service. Part 6 of this section provides information on vehicles that must be inspected and certified for entry into service.
4. Establish whether the vehicle may be inspected and certified for entry into service. Part 7 of this section lists a number of criteria vehicles must meet before inspection.
5. Establish whether the vehicle complies. Part 8 of this section explains how to use this manual in order to determine a vehicle's compliance with the requirements.
6. Complete the required inspection documentation (checksheet and LT4085). Part 9 of this section explains the requirements for handling and completing checksheets and LT4085 forms.

### LT4085

7. Record the inspection outcome (record of determination). Part 10 of this section explains how to record inspection results in the NZTA computer system.
8. Issue the WoF or CoF label (evidence of vehicle inspection).

[Introduction section 3.8](#) of the VIRM: In-service certification explains the requirements for issuing WoF and CoF labels.

9. Collect fees. Part 12 of this section lists the requirements for the inspecting organisation when charging and collecting fees.