

Correct as at 27th June 2026. It may be superseded at any time.

Extract taken from: Entry certification > Introduction > The inspection and certification process > General duties and responsibilities

5-1 General duties and responsibilities

Applicable legislation: [Land Transport Rule: Vehicle Standards Compliance 2002](#) (Rule 35001/1) ('the Rule')

1.1 Vehicle inspectors and inspecting organisations (definitions in the Rule)

Vehicle inspector means an individual appointed by NZTA under section 2.2(1) of the Rule to carry out inspection and certification activities in accordance with requirements and conditions imposed by NZTA

Inspecting organisation means a person or organisation appointed by NZTA under section 2.2(1) of the Rule who is responsible for inspection and certification outcomes.

In this manual, a vehicle inspector or inspecting organisation is one appointed for the purpose of entry inspection and certification or re-registration of used or parallel-imported new vehicles, unless stated otherwise.

To avoid doubt, any reference to a certifier in any legislation, deed of appointment, or any other relevant document is a reference to a vehicle inspector or inspecting organisation (as applicable) appointed by NZTA under the Rule.

1.2 Inspection and certification activities (section 2.1(1) of the Rule)

Only vehicle inspectors and inspecting organisations appointed by NZTA may carry out inspection and certification activities as specified in the Rule and in this manual.

[Land Transport Rule: Vehicle Standards Compliance 2002](#)

1.3 Primary duty (section 2.1(2) of the Rule)

Vehicle inspectors and inspecting organisations must carry out inspection and certification activities competently and diligently and in accordance with the Rule and with the requirements in this manual.

[Land Transport Rule: Vehicle Standards Compliance 2002](#)

1.4 Inspection and certification activities that can be carried out (section 2.2(2) of the Rule)

Vehicle inspectors and inspecting organisations may carry out only those inspection and certification activities for which NZTA has appointed them.

1.5 Responsibilities to the general public

Vehicle inspectors and inspecting organisations must maintain control of the certification process, charging a reasonable fee and providing courteous service and accurate information to members of the public.

1.6 Requirements, conditions and period of appointment (section 2.3(1) of the Rule)

NZTA may specify the period of appointment for a vehicle inspector and inspecting organisation and may impose requirements and conditions as to the performance of the inspection and certification activities, including the performance of those activities at individual sites.

1.7 Driver licence

Vehicle inspectors must hold a current driver licence for the vehicles that they are inspecting.

1.8 Fit and proper person (section 2.3(3) of the Rule)

A vehicle inspector or inspecting organisation must be, and continue to be, a fit and proper person.

1.9 Presentation and acceptance of e-mailed inspection and certification documents

The section refers to these inspection and certification documents:

- LT400s, chassis ratings and professional opinions from heavy vehicle specialist certifiers and
- LT307s and LT308s from repair certifiers, and
- chassis ratings from NZTA.

They can be presented and accepted using email provided that:

(i) emails are sent directly to the vehicle inspector or inspecting organisation from the heavy vehicle specialist certifier, the repair certifier or the NZTA, and

(ii) the electronic copy contains all of the information from the original copy and is clear and legible.

These may be:

- printed and stored or
- stored electronically, provided:
 - the electronic copy of the document is not changed and is stored in a way that protects the information from being changed (eg save as a read only file) and
 - the information is readily searchable and accessible if you or NZTA need it.

1.10 Document retention (section 2.3(4) of the Rule)

A vehicle inspector or inspecting organisation must:

a) keep, for at least five years, the original **or verified copy** of any documents that have been collected in the certification process

b) keep the following documents in a retrievable form for at least five years:

- vehicle compliance certificates (LT4085)
- de-registration and registration documents, export certificates, **or verified copies of these**
- vehicle inspection checksheets
- specialist inspection (eg light vehicle repair and low volume vehicle) certificates

c) keep heavy vehicle specialist certificates (LT400) for the life of the vehicle.

1.11 Advise incorrect certification and/or vehicle defects (section 2.3(4) of the Rule)

A vehicle inspector or inspecting organisation must:

a) advise NZTA as soon as practicable if there is a reason to believe that the inspection and certification of a vehicle has been carried out incorrectly

b) advise NZTA as soon as practicable after becoming aware of a defect in a manufacturer's production run or quality control process that may affect the safety performance of a vehicle that has been inspected and certified.

1.12 Delegation (section 2.4(1) of the Rule)

A vehicle inspector or inspecting organisation may not delegate any function or power to carry out inspection and certification activities for which they were appointed, except under conditions specified by NZTA in writing.

The only tasks that may be delegated to non-approved staff are administrative processes such as recording vehicle attributes and standards markings or removing and replacing components to enable the inspection process to be carried out.

Page amended **1 April 2021** (see [amendment details](#))

Page updated 16 May 2023 (see [details](#))