

Correct as at 26th June 2026. It may be superseded at any time.

Extract taken from: Alternative fuel system certification > Introduction > Inspection and certification process > Checksheets

3-5 Checksheets

- Applicable legislation: [Land Transport Rule: Vehicle Standards Compliance 2002, clause 2.3](#)

1. A checksheet that provides an adequate record of inspection must be used. Checksheet requirements are shown in Table 3-5-1 below.

2. The checksheet must be completed in full and the writing must be clearly legible on the original and the duplicate page.

3. Where parts of an alternative fuel system are inspected by different people, all those inspecting the vehicle must be alternative fuel inspectors. The checksheet must record which inspector inspected which part of the system. One inspector must take overall responsibility for the inspection of the alternative fuel system and that inspector must sign the checksheet.

4. An alternative fuel inspector can determine one of two outcomes:

a) Passed inspection: record the determination on the checksheet and issue an Alternative Fuel Inspection Certificate.

b) Failed inspection: record the determination on the checksheet. The reasons for the failed inspection must be clearly stated on the checksheet.

5. The customer copy of the completed checksheet must be supplied to the vehicle owner or operator.

The inspecting organisation copy is retained by the inspecting organisation.

Table 3-5-1. Alternative Fuel Inspection Certificate checksheet requirements

Requirements

1. A checklist must be authorised by NZTA before use.
2. An authorised NZTA logo in bottom right corner with the words 'Authorised by' above it. Authorised use of the logo may be arranged with NZTA by emailing channels@nzta.govt.nz
3. An area of at least 100cm² for comments by the Vehicle Inspector.
4. Unique numbering of each checklist.
5. Wording as specified below.
6. Information items as specified below.
7. Pass/fail items as specified below.
8. A copy of the printed checklist must be supplied to NZTA for their records.

Note: some previously approved checklists may use previous logos and former names of NZTA.

Wording to be included

1. The words: 'This checklist does not constitute an Alternative Fuel Inspection Certificate'.
2. Words to the effect that rechecks must take place within 28 days of the original inspection, and that after this time a new inspection must be carried out and a new fee paid.
3. The words: 'Complaints regarding alternative fuel inspection issues should be first directed to the Alternative Fuel Inspection Certificate issuer'. Additional words may be added to the checklist to meet the requirements for complaint statements contained in the Introduction in the VIRM: Alternative Fuel System Certification.
4. The words: 'NZTA reserves the right to recheck any vehicle following an inspection.'

Items to be on the checklist

The checklist shall contain the items of information to be recorded and the list of inspection items to be checked by the Vehicle Inspector.

The items on the checklist may be listed in any order, but inspection items must be numbered so that comments are easily referenced.

Each inspection item on this list shall have a PASS/FAIL or YES/NO indicator, which must be marked by the Vehicle Inspector after each item is checked.

The method of indicating PASS, FAIL and NOT APPLICABLE, shall be explained on the checklist.

The inspection items that must be recorded on a checklist when carrying out an alternative fuel system inspection are listed below in the order in which they appear in the VIRM: Alternative fuel system certification. Any additional items included must be relevant to the inspection requirements in the VIRM: Alternative fuel system certification. The checklist must state if an item is not an inspection requirement.

Information items

- Customer name and address
- Inspecting Organisation trading name and address
- Inspecting Organisation authority number
- Make
- Model
- Odometer reading
- Year
- Year first registered in NZ