

Vehicle inspector applications (WoF and CoF)

Pathways to become a vehicle inspector

There are 3 main ways you can become a vehicle inspector:

- You have a qualification we accept by itself.
- You have a qualification we accept alongside experience as an automotive technician.
- You have experience as an automotive technician.

The number of years of experience you need as an automotive technician depend on what you're applying for.

Full information about the qualifications we accept or the experience you need can be found later on this page.

[Qualifications or experience required](#)

Overview of the application process

1. Complete training with an in-house or external provider so you're prepared to pass a theory and practical test.
Note: If you haven't completed training at the time you send us your application, you must complete it before your test. We'll contact you to arrange a date and time for your test, so you can make sure you've completed your training by then.
2. Get your [criminal record check from the Ministry of Justice](#) (if needed).
3. Send us a complete application form with relevant supporting documents.
4. We'll assess your application and let you know if you meet requirements to sit a theory test.
Note: If you're applying for CoF B you'll also need to send us evidence that you've completed roller brake machine (RBM) training before sitting the theory test.
5. Pass a theory test conducted by us.
6. Pass a practical test conducted by us.
7. If your application is successful, we'll appoint you as a vehicle inspector.

Submitting your application

If you completed the online application we'll be in contact once we have evaluated your application – there's nothing else you need to do.

If you're completing the PDF application sure you've completed all sections of the form, and supplied all the supporting documents we request. If your application is incomplete, we'll send it back to you.

Email it to vehicleinspections@nzta.govt.nz or post it to:

Provider Licensing
NZ Transport Agency
Private Bag 11777
Palmerston North 4442

Prerequisites to apply

Driver licence prerequisites

You must have a current and correct class of driver licence to drive the vehicles you want to inspect.

You must drive to the conditions imposed on your licence.

If you have a learner or restricted motorcycle licence you can only inspect motorcycles that are LAMS approved.

[LAMS approved and prohibited motorcycles](#)

Note: Where a class 5 vehicle does not have to be driven by the vehicle inspector who is conducting the inspection, the minimum class of licence to be held is a class 4 licence.

Overseas licences

If you apply with an overseas licence you must also send us:

- a clear colour copy of your overseas licence (all sides/pages)
- your international driving permit (if you have one).

Be aware that if you're driving in New Zealand with an overseas licence, once you've been in New Zealand for more than 12 months (for classes 2-6), you can't drive on your overseas licence anymore. For class 1 (car) licences, until 31 October 2026, once you've been in New Zealand for more than 18 months, you can't drive on your overseas licence anymore. You must get a New Zealand licence.

You might need to pass a theory and/or practical test to get a New Zealand licence.

If you need to pass a theory and practical test, you'll get a New Zealand driver licence with a supervisor condition. This means you must have a supervisor with you at all times while driving, even when inspecting vehicles (until you pass your practical test).

More information is available on the NZTA website:

[Driving on New Zealand roads with an overseas licence](#)

[Converting to a New Zealand driver licence](#)

Application prerequisites

Type of application	Details
WoF	There are no prerequisites to apply for appointment as a WoF inspector.
CoF A	<p>You must hold a current appointment as a WoF vehicle inspector to apply for CoF A.</p> <p>This includes holding the appropriate inspection group. For example, to inspect CoF A motorcycles, you must hold an appointment as a WoF motorcycle inspector.</p>
CoF B goods service vehicles (GSV) Heavy vehicles except passenger service vehicles (PSVs) (class NB, NC, TC, TD)	There are no prerequisites to apply for CoF B GSV.
CoF B (PSV) Heavy PSVs (class MD3, MD4, ME)	<p>To apply for CoF B PSV you must have:</p> <ul style="list-style-type: none">• held an appointment as a CoF B GSV vehicle inspector for a minimum of three months, and• received a compliant performance review as a CoF B GSV vehicle inspector.

Training required

Training	Details
<p>In-house or external training to prepare for a theory and practical test</p>	<p>You must pass a theory and practical test:</p> <ul style="list-style-type: none"> • to be appointed as a VI • to add a category to your appointment. <p>Training should cover:</p> <ul style="list-style-type: none"> • a comprehensive knowledge of the requirements of the relevant VIRMs: <ul style="list-style-type: none"> ◦ in-service certification (all applicants) ◦ PSV sections in the entry certification VIRM (if you're applying for CoF A or CoF B PSV) • a comprehensive knowledge of common vehicles and their: <ol style="list-style-type: none"> i. structure, including glazing and external projections ii. suspension, steering and braking systems iii. safety equipment, including seatbelts and airbags iv. lighting system requirements • approved training in roller brake machine use for CoF B (if you're applying for CoF B). <p>If you haven't completed training at the time you send us your application, you must complete it before your test.</p> <p>We'll contact you to arrange a date a time for your test, so you can make sure you've completed your training by then.</p> <p>You must complete training within a reasonable timeframe. If you don't, we may return your application to you as incomplete.</p>
<p>Access to a CoF-appointed inspecting organisation (IO) required for CoF applicants</p>	<p>You'll need access to a CoF-appointed IO to become a CoF inspector.</p> <p>If you're applying for appointment as a CoF IO and vehicle inspector at the same time, you'll be able to complete the above practical activities at the site you're applying for (as long as your IO application is also successful).</p> <p>CoF inspecting organisation applications</p>
<p>Roller brake machine training required for CoF B</p>	<p>If you're applying to become a CoF B vehicle inspector you must:</p> <ul style="list-style-type: none"> • complete roller brake machine training with an approved training provider, then • send us evidence of training before you can progress to a theory test. <p>You must send us evidence of training within 2 calendar months from the date we assess your application. If you don't, we may return your application to you as incomplete.</p> <p>List of approved roller brake machine trainers</p>

Qualifications or experience required

WoF

CoF A

CoF B

Alternative fuel

WoF

You can apply for appointment to inspect one or more of the following categories of vehicles:

- light motor vehicles (general vehicles (class LE, MA, MB, MC, MD1, NA), includes light tractors, light forklifts and light unclassified vehicles)
- light trailers (class TA, TB)
- motorcycles (class LC, LD, LE)
- heavy vehicles exempt from CoF (includes tractors, forklifts, unclassified vehicles)
- tractors only
- forklifts only
- agricultural machines.

You need to send us evidence of your qualifications or experience for each category you apply for.

Inspection category	Pathway	Qualification or experience required
Light motor vehicles Light trailers	Qualification only	<p>If you have one of these qualifications, you don't need to send us any other qualification or evidence of your experience:</p> <ul style="list-style-type: none"> • NZ Trade Certificate • National A-Grade Registration • NZ Advanced Trade Certificate • New Zealand Trade Certificate in Automotive Engineering (including Heavy Automotive) • National Certificate in Motor Industry (Automotive Engineering) (Level 4) [0019] • National Certificate in Motor Industry (Automotive Heavy Engineering) (Level 4) [0003] • National Certificate in Motor Industry (Automotive Electrical and Mechanical Engineering) with strand in Light Vehicle (Level 4) [1422] • National Certificate in Motor Industry (Automotive Heavy Engineering) all strands (Level 4) [1446] • New Zealand Certificate in Light Automotive Engineering (Level 4) [3450] • New Zealand Certificate in Heavy Automotive Engineering (Level 4) [3118] • New Zealand Certificate in Automotive Electrical Engineering (Level 4) [3460] • National Certificate in Motor Industry (Automotive Electrical Engineering) (Level 4) [0137] • National Certificate in Motor Industry (Automotive Engineering and Mechanical Engineering) Level 4 or 5 • National Certificate in Motor Industry (Advanced Technical) (Level 5) with a strand in Automotive Electrical and Mechanical <p><u>We can also consider equivalent qualifications, overseas qualifications, and courses</u></p>

Inspection category	Pathway	Qualification or experience required
Qualification and experience	<p>If you have one of these qualifications, you must also send us evidence that you have at least 3 years of experience as an automotive technician:</p> <ul style="list-style-type: none"> • New Zealand Certificate in Automotive Engineering (Level 3) [3097] • National Certificate in Motor Industry (Automotive Engineering) with strand in Light Vehicle (Level 3) [1421] • National Certificate in Motor Industry (Vehicle Servicing) with strand in Underbody and General Service [1420] <p>We can also consider equivalent qualifications, overseas qualifications, and courses</p> <p>What to send us as evidence of</p>	

Inspection category	Pathway	Qualification or experience required
Experience only	<p>You must have worked in full-time employment carrying out repairs and maintenance to the safety aspects of light motor vehicles for at least 4 years.</p> <p><u>What to send us as evidence of your experience</u></p>	
Motorcycles	Qualification only	<p>If you have one of these qualifications, you don't need to send us any other qualification or evidence of your experience as an automotive technician:</p> <ul style="list-style-type: none"> • NZ Trade Certificate in Motorcycle Engineering • National Certificate in Motor Industry (Motorcycle Engineering) (Level 4) [0015] • National Certificate in Motor Industry (Automotive Electrical and Mechanical Engineering) with strand in Motorcycle (Level 4) [1422] • New Zealand Certificate in Motorcycle Engineering (Level 4) [3447] <p><u>We can also consider equivalent qualifications, overseas qualifications, and courses</u></p>
	Qualification and experience	<p>If you have any of the qualifications listed above for light motor vehicles or light trailers, you can also apply for motorcycles if you:</p> <ul style="list-style-type: none"> • have completed appropriate training on motorcycle repairs, maintenance or inspections (may be external or internal training), and • provide evidence of 3 years' work experience repairing, maintaining or inspecting motorcycles. <p><u>What to send us as evidence of your experience</u></p>

Inspection category	Pathway	Qualification or experience required
Experience only	<p>If you have at least 4 years of experience as a mechanic, you can also apply for motorcycles if you:</p> <ul style="list-style-type: none"> • have completed appropriate training on motorcycle repairs, maintenance or inspections (may be external or internal training), and • provide evidence of 4 years' work experience repairing, maintaining or inspecting motorcycles. <p><u>What to send us as evidence of your experience</u></p>	
<p>Heavy vehicles exempt from CoF</p> <p>Tractors</p> <p>Forklifts</p> <p>Agricultural machines</p> <p>Unclassified vehicles</p>	<p>Qualification and experience</p>	<p>If you have any of the qualifications listed above for light motor vehicles or light trailers, you can also apply for these inspection groups if you:</p> <ul style="list-style-type: none"> • have completed appropriate training on repairs, maintenance or inspections of these vehicles (may be external or internal training), and • provide evidence of 3 years' work experience repairing, maintaining or inspecting these vehicles. <p><u>What to send us as evidence of your experience</u></p>

Inspection category	Pathway	Qualification or experience required
Experience only	<p>If you have at least 4 years of experience as a mechanic, you can also apply for these inspection groups if you:</p> <ul style="list-style-type: none"> • have completed appropriate training on repairs, maintenance or inspections of these vehicles (may be external or internal training), and • provide evidence of 4 years' work experience repairing, maintaining or inspecting these vehicles. <p><u>What to send us as evidence of your experience</u></p>	

CoF A

You can apply for appointment to inspect one or more of the following categories of vehicles:

- 10 - transport service licensed light vehicles, not trailers (includes taxis and taxi meter calibration) MA, MB, MC, MD1, MD2, NA
- 24 - other CoF vehicles (includes rental vans), class LC, LD, LE, MA, MB, MC, MD1, MD2, NA
- 25 - rental motorcycles, class LC, LD, LE
- 26 - rental cars, class MA, MB, MC, MD1, MD2.

Because you have to hold an appointment as a WoF inspector to apply for CoF A, you don't have to send us evidence of your qualifications or experience again.

Prerequisites to apply for CoF A

CoF B

The CoF B VI appointment is made in two stages:

- First stage: goods service vehicles (GSVs):
 - 21 - medium truck up to 12,000kg; medium trailer up to 10,000kg (truck + trailer), class NB, TC (includes supplementary group 27 private heavy motorhome GVM up to 12,000kg)
 - 22 - truck greater than 12,000kg; trailer greater than 10,000kg (truck + trailer), class NC, TD (includes supplementary group 28 private heavy motorhome GVM greater than 12,000kg)
 - 23 - large heavy combination truck GCM greater than 39,000kg (A-train and B-train), class NC, TD
- Second stage: heavy passenger service vehicles (PSVs):
 - 11 - medium PSV GVM up to 12,000kg MD3 (up to 4500kg), MD4 (up to 5000kg), class ME
 - 12 - large PSV GVM greater than 12,000kg, class ME.

You must apply for CoF B GSV first and send us evidence of your qualifications or experience with that application.

Once you meet prerequisites to apply for CoF B PSV, you don't need to send us evidence of your qualifications or experience again.

Prerequisites to apply for CoF B

Inspection category	Pathway	Qualification or experience required
CoF B GSV	Qualification only	<p>If you have one of these qualifications, you don't need to send us any other qualification or evidence of your experience:</p> <ul style="list-style-type: none"> • NZ Trade Certificate in Heavy Automotive Engineering • NZ Advanced Trade Certificate (in heavy automotive) • National A-Grade Registration (related to heavy vehicles) • New Zealand Certificate in Heavy Automotive Engineering (Level 4) [3118] • National Certificate in Automotive Engineering (related to heavy vehicles) (Level 4 or higher). <p>We can also consider equivalent qualifications, overseas qualifications, and courses</p>
	Qualification and experience	<p>If you have one of these qualifications, you must also send us evidence that you have at least 3 years of experience as an automotive technician related to heavy vehicles:</p> <ul style="list-style-type: none"> • National Registration • National Certificate in Motor Industry (Automotive Heavy Engineering) (Level 3) [1445] <p>We can also consider equivalent qualifications, overseas qualifications, and courses</p> <p>What to send us as evidence of your experience</p>
	Experience only	<p>You can apply for appointment as a CoF inspector if you have worked full-time carrying out repairs and maintenance to all safety aspects of heavy motor vehicles for at least 4 years.</p> <p>What to send us as evidence of your experience</p>

Overseas qualifications, equivalent qualifications, and courses

If your qualification or course has been assessed by the New Zealand Qualifications Authority (NZQA), send us evidence of this assessment with your application.

If it hasn't been assessed by NZQA, include a cover letter telling us in detail:

- what the qualification covered
- how long it took to complete
- the skills you gained

- any practical experience obtained through the qualification or course.

Evidence of experience: references, a personal statement or your CV

- [Supporting documents](#)
- [How to demonstrate your knowledge of vehicles and their components](#)
- [What to do if you've been self-employed](#)

Supporting documents

The following table sets out the supporting documents you can send us and what you need to include in them.

Supporting document	Details
References from your employers	<p>A detailed reference from your employer can demonstrate your years of experience and relevant skills.</p> <p>Each reference should include:</p> <ul style="list-style-type: none"> • the dates you were employed • the positions you held • details of the full mechanical repairs or maintenance you carried out in each position. <p>If the reference isn't detailed enough to cover all of the above, please also send us your CV and/or a personal statement.</p>
Your CV	<p>Depending on how detailed your CV is, it might be acceptable by itself or you may need to send us other supporting documents like a personal statement or references from your employer.</p> <p>To be accepted by itself your CV must cover:</p> <ul style="list-style-type: none"> • the dates you were employed • the positions you held • details of the full mechanical repairs or maintenance you carried out in each position. <p>How to demonstrate your knowledge of vehicles and their components</p>
A personal statement	<p>A personal statement can be a great way for you to give us full information about your experience.</p> <p>If you send us a personal statement it must:</p> <ul style="list-style-type: none"> • set out how many years of experience you have • demonstrate your knowledge of vehicles and their components. <p>How to demonstrate your knowledge of vehicles and their components</p>

How to demonstrate your knowledge of vehicles and their components

We're looking for evidence that you've carried out repairs and maintenance to all safety aspects of motor vehicles.

This includes repairs and maintenance to a vehicle's:

- structure, including glazing and external projections
- suspension, steering and braking systems
- safety equipment, including seatbelts and airbags
- lighting system.

Tell us about the work you've done on each of the above components or systems in your references, CV, or personal statement.

Please be as detailed as possible.

What to do if you've been self-employed

If you've been self-employed, you'll need to provide documentation confirming this.

For example:

- a detailed personal statement
- evidence of accounting records
- a company register extract (if you operated as a company)
- other relevant business records.

Assessing your application

What we assess	Details
Fit and proper person check	<p>We'll complete a fit and proper person check for you with your application. This may include:</p> <ul style="list-style-type: none"> • Ministry of Justice criminal record check • traffic offence history (all transport related offences, for example speed offences, speed camera offences, no evidence of inspection (WoF or CoF), failure to stop at a stop sign, used a mobile phone while driving etc) • Ministry of Justice fine summary • internal debt check (road user charges, tolling debt, outstanding vehicle licensing fees etc). <p>Fit and proper person guidelines</p>
Qualifications and experience	<p>We'll assess the qualifications and experience you send us with your application.</p>
Training	<p>Applying for CoF B</p> <p>You must send us evidence that you've completed roller brake machine training before we can progress your application to the testing stage of the process.</p> <p>You must send us evidence of training within 2 calendar months from the date we assess your application. If you don't, we may return your application to you as incomplete.</p> <p>All other application types</p> <p>You should complete training before you apply.</p> <p>However, we understand that you might want to make sure you meet our other application requirements (like fit and proper or qualification and experience checks) before you invest in training.</p> <p>If you haven't completed training at the time you send us your application, you must complete it before your test. We'll contact you to arrange a date and time for your test, so you can make sure you've completed your training by then.</p> <p>You must complete training within a reasonable timeframe. If you don't, we may return your application to you as incomplete.</p>
Performance history	<p>If you hold or have previously held a vehicle inspector or inspecting organisation appointment, we may assess your performance history. This may include:</p> <ul style="list-style-type: none"> • announced and unannounced reviews • complaints • investigations • previous suspensions or revocations.

What we assess	Details
Theory test	<p>You must pass a theory test conducted by us.</p> <p>The theory test is an open book exam on VIRM requirements.</p> <ul style="list-style-type: none"> • WoF: There are 28 questions and you'll need to answer a minimum of 25 correctly to pass. • WoF motorcycle: There are 24 questions and you'll need to answer a minimum of 21 correctly to pass. • WoF light trailers: There are 23 questions and you'll need to answer a minimum of 21 correctly to pass. • Supplementary WoF motorcycle: There are 10 questions and you'll need to answer a minimum of 8 correctly to pass. • HVEC, Agricultural vehicles and Forklifts: There are 25 questions and you'll need to answer a minimum of 22 correctly to pass. • CoF A: There are 28 questions and you'll need to answer a minimum of 25 correctly to pass. • CoF B (GSV): There are 26 questions and you'll need to answer a minimum of 23 correctly to pass. • CoF B (PSV): There are 26 questions and you'll need to answer a minimum of 24 correctly to pass. <p>One of our Certification Officers will complete this assessment at your site or at one of our local offices, if this is an option. We'll contact you to arrange this.</p> <p>You must sit your test within 3 months from the date we contact you to arrange the test. If you don't, we'll return your application as incomplete.</p>
Practical test	<p>Once you've passed the theory test you'll also need to pass a practical test conducted by us.</p> <p>The practical test involves demonstrating your inspection process on a suitable vehicle. You'll need to arrange your own vehicle for this test as one will not be provided for you. We'll discuss what type of vehicle you need before we visit you at your site.</p> <p>You must sit your test within 3 months from the date we contact you to arrange the test. If you don't, we'll return your application as incomplete.</p>

If your application isn't successful

We'll propose to decline your application

If your application doesn't meet our requirements, we'll send you a notice proposing to decline your application. In that notice, we'll let you know our concerns and what we've considered when assessing your application.

This step isn't a final decision to decline your application. You'll have the opportunity to make submissions (give more information) to us, which we'll consider before we make a final decision.

We may still decline your application

If you don't make any submissions to us, or the submissions you do make still don't meet our requirements, we may send you a final decision declining your application.

If that happens, you have the right to appeal our decision to a district court under section 106 of the Land Transport Act 1998. Section 111 of the act and part 20, subpart 2 of the District Court Rules 2014 explain how to appeal.

If you're appointed as a vehicle inspector

Requirement	Details
<p>Maintaining your appointment</p>	<p>Appointment as a vehicle inspector is for a 3-year term.</p> <p>To maintain your appointment you must complete a minimum of 25 inspections per 12-month period, including at least one inspection in each category you hold.</p> <p>Inspection categories are:</p> <ul style="list-style-type: none"> • WoF • CoF A • CoF B. <p>Your appointment or an inspection category may be revoked or it may expire if it's not used within a 12-month period.</p>
<p>Use the <i>NZ Transport Agency vehicle inspector (VI) code of conduct</i></p>	<p>All vehicle inspectors must sign and abide to the <i>NZ Transport Agency vehicle inspector code of conduct</i>, which provides the minimum ethical and behavioural standards that are expected of all VIs.</p> <ul style="list-style-type: none"> • If you're already a vehicle inspector you don't need to sign a new code of conduct. • If this is a new appointment, you'll be asked to sign a code of conduct when you've passed your practical assessment. <p>You don't need to send us a signed code of conduct with your application.</p> <p>NZ Transport Agency vehicle inspector code of conduct</p>
<p>Performance monitoring and review</p>	<p>We'll review you and your IO regularly.</p> <p>Reviews may be announced (we'll tell you we're coming) or unannounced (we'll just show up).</p> <p>The performance monitoring and review process:</p> <ul style="list-style-type: none"> • targets our resources at IOs and VIs that are identified as higher risk • encompasses quality management, inspection processes and technical requirements • ensures regular assessments of all IOs and VIs • involves more targeted output inspections of vehicles by certification officers.
<p>Manage any conflict of interest and financial interest</p>	<p>To help you understand your obligations around conflict of interest, we've put together some guiding principles and some examples of situations you may find yourself in, together with some high-level guidance about what you need to do to in these situations.</p> <p>Conflict of interest guidance for vehicle inspectors, inspecting organisations and specialist certifiers</p>

Requirement	Details
Compliance with legislation, policies, and procedures	<p>You must carry out inspection and certification activities in accordance with:</p> <ul style="list-style-type: none"> • the Land Transport Rule: Vehicle Standards Compliance 2002 (the Rule) • any conditions, requirements, or policies imposed by NZTA • the relevant Vehicle inspection requirements manual (VIRM).
Contact us if you have any questions	Email info@nzta.govt.nz if you have any questions about applying to become a VI.

[Apply to be a warrant of fitness or certificate of fitness vehicle inspector, to add inspection groups or to re-sit the vehicle inspector test](#) (online application)

[Apply to be a warrant of fitness vehicle inspector \(VIWOF\)](#) (PDF application)

[Apply to be a certificate of fitness vehicle inspector \(VICOF\)](#) (PDF application)

Use this form to apply to become a vehicle inspector (VI) issuing warrants of fitness (WoFs) or certificates of fitness (CoFs).

You can also use this form to apply to add inspection groups to your existing WoF appointment, or to re-sit a test.

Please note: You must have all required documentation ready before beginning the online application, as it must be completed at one time (drafts can't be saved). Applicants will have approximately **2 hours to complete** the online application before it times out (it takes about 10 minutes to complete).

All requirements are listed on the first screen of the application.

[Notification of vehicle inspector transfer form](#) (PDF)

Version: June 2023

Use this form to advise NZTA that an inspecting organisation will be employing a new vehicle inspector, or that a vehicle inspector will be leaving the employment of the inspecting organisation.

NZTA requires as much notice as possible to action any vehicle inspector transfer requests. Please ensure all requests are submitted at least 3 days before the date of transfer.