

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 It may be superseded at any time.

Extract taken from: In-service certification (WoF and CoF) > Introduction > Inspection and certification process > Check sheets

3-6 Check sheets

For information on rechecks and reinspections see [3-11 Rechecks](#).

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

1. A check sheet that has been approved by the NZTA must be used. To get a checksheet approved, see:

- [WoF check sheet specifications](#) (PDF)
- [CoF check sheet specifications](#) (PDF).

2. The check sheet must accurately **record all applicable requirements for the vehicle class**, the writing must be legible on **all copies and be signed, either in writing or electronically (Note 1), by the vehicle inspector**. The vehicle inspector must sign the check sheet once they have completed the inspection and determined that the vehicle has either passed or failed the inspection.

3. Where parts of a vehicle are inspected by different people, all those inspecting the vehicle must be vehicle inspectors. The check sheet must record **the** inspector **who** inspected **each** part of the vehicle. One vehicle inspector must take overall responsibility for the inspection of the vehicle and that vehicle inspector must sign the check sheet **(either in writing or electronically (Note 1))**.

4. A vehicle inspector can determine one of two outcomes:

- a) Passed inspection: record the 'determination' as stated in [section 3-7](#) and issue a WoF label or CoF label or temporary permit
- b) Failed inspection: record the 'determination' as stated in [section 3-7](#). The reasons for the failed inspection must be clearly stated on the check sheet.

5. The customer copy (usually the original) of the completed check sheet must be supplied to the vehicle owner or operator **if a fail is recorded or the customer requests it**. The agent copy (usually the duplicate) is retained by the inspecting organisation.

Note 1

For electronic check sheets, an electronic signature can be:

- a digital signature, or
- VI authority number, or
- PDF e-signature.