

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 It may be superseded at any time.

Extract taken from: Heavy vehicle specialist certification > Introduction > Inspection and certification > Documentation of heavy vehicle specialist certification

3-9 Documentation of heavy vehicle specialist certification

The following table defines the minimum file content that should be present in any HVSC certification file. In addition to the listed minimum requirements, all files should contain sufficient information such that another HVSC can

independently verify the certification decision.

Required items	Certifier categories		
	HVEA, HVET, HVEC, HVEL, HVEK	HMAD, HMTD, HMCD, HMLD, HMKD	HVS1, HVS2, HVS3, HVP1, HVP2
PDS (identifying the vehicle, work carried out/certified, and the standards used)	?	?	?
LT400 (SODC if applicable)	?	?	?
Inspection notes and sketches	?	?	?
Photographs showing: <ul style="list-style-type: none"> • the entire vehicle, VIN and plate (if registered) • detailed views of the components • build/repair progress (if applicable) • the vehicle/component condition before repair (if applicable) • final inspection after all work completed • component rating and serial numbers* (if applicable) 	?	?	?
Material specifications	?	?	
Calculations	?		?
Hubometer history and residual life assessment (for drawbar and drawbeam recertifications only)	?		?
Drawings/fabricator instructions	?		
Proprietary component data	?	?	
Welder qualifications (positions and techniques)	?	?	

<p>Evidence of design that was followed, ie one of:</p> <ul style="list-style-type: none"> • SoDC/DC and drawings • NZTA pre-approved solution (MRCoP) • A repair of a load anchor design from NZS 5444 • Manufacturers fitting instructions for replacement fifth wheel or kingpin • Design Certificate and drawings 		?	
<p>Vehicle information, eg data sheets, bodybuilder guide, vehicle history from LANDATA if already registered, et</p>	?	?	
<p>Welding/bolting procedures as appropriate</p>		?	
<p>NDT records as required</p>		?	

Page added **9 December 2019** (see [amendment details](#))