

Correct as at 15th May 2026. It may be superseded at any time.

**Extract taken from:** Entry certification > Inspection and certification > Required documentation and registration > Completing the inspection and certification process

## 1-11 Completing the inspection and certification process

To complete the inspection and certification process, the entry certifier must ensure that the person who completed inspection of the vehicle has signed the:

- approved check sheet, either in writing or electronically (Note 1), and
- LT4085, in writing.

If a vehicle failed the initial inspection, the person who signs the checksheet and the LT4085 must be the person who carried out the recheck. This person is taking responsibility for the whole vehicle.

### Note 1

For electronic check sheets, an electronic signature can be:

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

## Filing

Documentation must be retained as described in the Introduction, section 5-1.

### Introduction, section 5-1

If a vehicle owner requests their original documents, the entry certifier must make copies for the vehicle file and note on them that they are copies of the original documents sighted. A note must be added to the vehicle record on LANDATA stating whom the documents were released to, why they were requested and on what date they were released.

Page amended **10 March 2024** (see [amendment details](#))