

New VIC system

All warrants of fitness (WoFs) and pre delivery inspections (PDIs) previously recorded in WoF Online need to be recorded in Vehicle Inspection and Certification (VIC). Please note that checksheets and WoF labels still need to be completed.

You can access VIC at vic.nzta.govt.nz

You can find all information you need to register and navigate VIC on the training page.

Training

Benefits of VIC

- Modern and easy to use.
- Ability to view additional vehicle details and previous WoF inspection information.
- Vehicle warnings displayed upfront.
- Ability to add comments for WoF fails and passes.

Administrator role

Each site needs to have an administrator. This role manages adding and removing VIC users from a site. This may be the site manager or someone they delegate to the role.

Setup and logging in

All VIC users need to create their own login.

Follow these steps to register:

1. Go to the NZTA Access Portal and choose 'use invitation code'.
accessportal.nzta.govt.nz
2. Type in the email address and copy the code from the invitation email you received.
3. The RealMe screen will come up. Log in with your ID and password, or if you do not have one, choose to create one. We're using the version of RealMe where users aren't required to verify their identity with a photo and submit it for processing.
4. An NZTA screen will come up. Enter your details.
5. Confirm your email and choose to send a verification code.
6. Enter the 6-digit code from your email and select the verify code button.
7. Once verified, choose continue. The Access Portal screen will come up and this means you are now registered.

To log into the system after that, use the VIC link and bookmark it for future use.

vic.nzta.govt.nz

The administrator needs to use the NZTA Access Portal to create an email invitation for new users.

Access portal

1. Select 'manage user details'.
2. Select 'invite user'.
3. Type in the user's email address.
4. Select Vehicle Inspection and Certification (VIC) as the application.
5. Select the application role.

Capturing WoFs and PDIs

When you log in to VIC, you first see a screen with the inspecting organisation site details and your name and inspecting organisation at the top of the screen. You need to enter an identifier for the vehicle to confirm and then choose what you want to do, for example create a WoF. You then need to confirm the inspector details before adding the inspection result details and submitting to get the inspection authorisation number (for a pass result) and expiry date.

Vehicle details and warnings

VIC shows more vehicle information than the previous system as well as warnings and issues.

Warnings displayed in amber can be noted and ignored if appropriate. However, if you see errors or issues in red, you'll need to fix the issue before submitting the inspection. You can also add comments for all inspection passes and fails. This information will be available for the next inspection.

Feedback

If you have feedback or suggestions for VIC improvements, email modernisingvehiclecertifications@nzta.govt.nz