

# Duplicate WoF and CoF label register required from 1 April

To ensure NZTA has information on all duplicate WoF and CoF labels issued, **from 1 April 2025 all inspecting organisations will need to hold a duplicate WoF and CoF label register**, capturing the reasons for issuing these labels. An example of a Duplicate label register file is available in the Portal under QMS In service certification.

## [QMS In service certification](#)

This is the updated text in the [Model Quality Management System for CoF and WoF Inspecting Organisations](#):

### **5.5 Management of inspection and certification documents**

You have a coordinated approach to managing your inspection and certification documents. Your approach ensures that:

- All inspection and certification documents are kept safe at all times and out of reach of the public
- Unused controlled documents are always kept out of reach of the public, and outside business hours are locked in a secured safe or locker or strong cupboard or drawer
- All inspection and certification documents are filed so that they can be easily retrieved
- You keep sufficient stock of the inspection and certification documents needed for your inspection and certification work
- The loss or theft of any controlled documents is reported immediately to the New Zealand Police and Waka Kotahi using the Notification of lost or stolen controlled documents form
- You keep an up-to-date Controlled documents record
- **You keep an up-to-date inspection Duplicate label register**

### **Waka Kotahi will:**

- Talk to you and your staff
- Inspect your used and unused inspection and certification documents and the locations where you keep them
- Inspect the way you file your inspection and certification documents
- Inspect your Controlled documents record
- **Inspect your Duplicate label register**

If you have any questions, please email [safervehicles@nzta.govt.nz](mailto:safervehicles@nzta.govt.nz)