

Correct as at 27th June 2026. It may be superseded at any time.

Extract taken from: Heavy vehicle specialist certification > Introduction > Overview of the manual

2 Overview of the manual

The manual is in two main parts:

1. Introduction

The introduction summarises the duties and responsibilities of the HV certifier which are set out in detail in the relevant Notice(s) of Appointment, explains the inspection and certification process, complaints procedures, inspection premises and equipment, and appointment of HV certifiers.

Also included are definitions and abbreviations and sample certification documents.

The term 'he' in respect of an HV certifier, is intended to include 'she'.

2. Technical

This part of the manual covers the requirements for the certification of modifications, mounting of components, design and manufacture of vehicles and components and repairs to individual aspects of heavy vehicle components, structures and systems.

To use the manual:

- the HV certifier identifies each system, structure, component, aspect or performance characteristic affected by the modification, manufacture or repair
- the HV certifier selects the corresponding chapter(s) from the technical part and inspects the vehicle to determine whether the requirements have all been met.

Not all chapters in the technical section are devoted to aspects of vehicles that are to be certified. Some of them, such as [1-1 VIN](#), [2-1 External projections](#), and [3-1 Dimensions](#), are to assist in the assessment of other aspects. Other chapters, such as [11-1 Welding](#) and [11-2 Conversion to right-hand drive](#) are also concerned with topics that are not aspects in themselves but pool all the requirements to be considered where these items are involved.

Each chapter of the technical part consists of up to six parts:

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| Required certifier categories | shows the certifiers who are concerned with the chapter material. |
| Summary of legislation | summarises the legislation that is relevant to that section. |
| Applicable references | refers to standards, codes and other documents that contain requirements. |
| Requirements of the legislation | contains a synopsis of the requirements in legislation and other directives of NZTA |
| Notes | are for additional guidance, where required. |
| Reasons for rejection | specifies the conditions that must result in the vehicle being rejected by the specialist certifier |

Page amended **1 November 2021** (see [amendment details](#))