

Correct as at 24th April 2026. It may be superseded at any time.

Extract taken from: PRS & QMS > PRS: Low volume vehicle certification > General part > Competence

2 Competence

Requirements

	What NZTA expects of you	How NZTA will assess your performance
2.1	<p>Correct certification outcomes</p>	
	<p>You are consistently correct and accurate in relation to ordering and affixing LVV certification plates (including electronic data plates).</p>	<p>NZTA will:</p> <ul style="list-style-type: none"> • observe you at work • inspect information you supply for LVV certification plate production (including electronic data plates).
2.2	<p>Correct entry of certification information</p>	
	<p>Not applicable to LVV certification.</p>	
2.3	<p>Administrative competence</p>	
	<p>You consistently comply with all legal requirements relating to LVV certification documents. This means you consistently:</p> <ul style="list-style-type: none"> • complete the LVV forms and form-sets fully, accurately and legibly with particular attention to details such as vehicles' VIN or chassis numbers • ensure that all forms and form-sets are signed, if required, by the appropriate person • correctly obtain and assess any external documents supplied by outside parties (eg vehicle owners or manufacturers) that you rely on in your certification work, such as such as non-destructive test reports and wheel alignment reports • handle all inspection and certification documents appropriately or as required, eg you forward them to LVVTA, hand the F001 and F004 to the vehicle owner, and file your copy of the F001 and F005 (where applicable). 	<p>NZTA will:</p> <ul style="list-style-type: none"> • ask questions to check your competence • observe you at work • inspect your LVV certification documents • inspect the records you keep.

Scores

Score				
0	1	2	3	
2.1	Correct certification outcomes			
	<p>You regularly do not use LVV certification plates correctly.</p> <p>This means you regularly:</p> <ul style="list-style-type: none"> • provide inaccurate information when ordering LVV certification plates, or • do not affix LVV certification plates to vehicles correctly, or • do not return unused LVV certification plates to the LVV System Administrator. 	<p>You sometimes do not use LVV certification plates correctly.</p> <p>This means you sometimes:</p> <ul style="list-style-type: none"> • provide inaccurate information when ordering LVV certification plates, or • do not return unused LVV certification plates to the LVV System Administrator within reasonable timeframes. <p>OR</p> <p>You occasionally make a more serious mistake such as incorrectly affixing an LVV certification plate.</p>	<p>You usually use LVV certification plates correctly.</p> <p>This means you consistently affix LVV certification plates correctly, but you make the occasional mistake when ordering LVV certification plates.</p>	<p>You consistently use LVV certification plates correctly.</p> <p>This means you consistently provide accurate information when ordering LVV certification plates, affix LVV certification plates correctly, and return unused LVV certification plates to the LVV System Administrator promptly.</p>
2.2	Correct entry of certification information			
	Not applicable.			
2.3	Administrative competence			

<p>You can demonstrate little or no competence in the administrative aspects of the inspection and certification work carried out by your business.</p> <p>This means you have significant gaps in your knowledge of, or skills in:</p> <ul style="list-style-type: none"> • • 	<p>You can demonstrate some competence in the administrative aspects of the inspection and certification work carried out by your business.</p> <p>This means you have some gaps in your knowledge of, or skills in:</p> <ul style="list-style-type: none"> • the correct use of LVV forms and form-sets and other relevant documents, or • using the performance review system. 	<p>You can demonstrate adequate competence in the administrative aspects of the inspection and certification work carried out by your business.</p> <p>This means you can demonstrate adequate knowledge of, and skills in:</p> <ul style="list-style-type: none"> • the correct use of LVV forms and form-sets and other relevant documents. <p>However, you have minor gaps in knowledge of, and skills in, using the performance review system.</p>	<p>You can demonstrate comprehensive competence in all administrative aspects of the certification work carried out by your business.</p> <p>This means you can demonstrate comprehensive knowledge of, and skills in:</p> <ul style="list-style-type: none"> • the correct use of LVV forms and form-sets and other relevant documents, and • using the performance review system.
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