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Extract taken from: Alternative fuel system certification > Introduction > Inspection and certification process

3 Inspection and certification process

In order to inspect and certify a vehicle for alternative fuel certification the vehicle inspector and inspecting organisation must take the following steps:

- [3-1. Know the vehicle inspector's and inspecting organisation's responsibilities](#)
- [3-2. Identify whether the alternative fuel system requires an Alternative Fuel Inspection Certificate](#)
- [3-3. Establish whether the alternative fuel system may be inspected for alternative fuel system certification](#)
- [3-4. Establish whether the alternative fuel system complies.](#) 3.4 explains how to use this manual in order to determine the vehicle's compliance with the requirements
- [3-5. Complete the record of determination \(checksheet\)](#)
- [3-6. Issue the Alternative Fuel Inspection Certificate label](#)
- [3-7. Collecting fees.](#)

3-1 Duties and responsibilities

3.1.1 General duties and responsibilities

- Applicable legislation: [Vehicle Standards Compliance Rule 2002](#) (the Rule).

1. Vehicle inspectors and inspecting organisations [definitions in the Rule]

Vehicle inspector means an individual appointed by NZTA under 2.2(1) [of the Rule] to carry out inspection and certification activities in accordance with requirements and conditions imposed by NZTA. Inspecting organisation means a person or organisation appointed by NZTA under 2.2(1) who is responsible for inspection and certification outcomes.

2. Inspection and certification activities [subclause 2.1(1) of the Rule]

Only vehicle inspectors and inspecting organisations appointed by NZTA may carry out inspection and certification activities as specified in [Land Transport Rule: Vehicle Standards Compliance 2002](#)

3. Primary duty [subclause 2.1(2) of the Rule]

Vehicle inspectors and inspecting organisations must carry out inspection and certification activities competently and diligently and in accordance with [Land Transport Rule: Vehicle Standards Compliance 2002](#) and with this manual.

4. Inspection and certification activities that can be carried out [subclause 2.2(2) of the Rule]

Vehicle inspectors and inspecting organisations may carry out only those inspection and certification activities for which NZTA has appointed them.

5. Requirements, conditions, and period of appointment [subclause 2.3(1) of the Rule]

NZTA may specify the period of appointment for a vehicle inspector and inspecting organisation and may impose requirements and conditions as to the performance of the inspection and certification activities, including the

performance of those activities at individual sites.

6. Fit and proper person [subclause 2.3(3) of the Rule]

It is a condition of an appointment that a vehicle inspector or inspecting organisation continues to be fit and proper.

7. Document retention, advise incorrect certification, advise vehicle defects [subclause 2.3(4) of the Rule]

It is a condition of an appointment that a vehicle inspector or inspecting organisation:

1. keep all records and associated documents relating to vehicle inspections and certifications for a minimum period of 12 months, and
2. advise NZTA as soon as practicable if there is a reason to believe that the inspection and certification of a vehicle has been carried out incorrectly, and
3. advise NZTA as soon as practicable of a defect in a manufacturer's production run or quality control process of which the inspector or organisation has become aware that may affect the safety performance of a vehicle that has been inspected and certified.

8. Delegation [subclause 2.4(1) of the Rule]

A vehicle inspector or inspecting organisation may not delegate any function or power to carry out inspection and certification activities for which they were appointed, except under conditions specified by NZTA in writing.

3.1.2 Inspection and certification

1. Alternative fuel inspection and certification [subclause 7.3(3) of the Rule]

The inspection and certification of a vehicle for operation in-service must be carried out in accordance with requirements and conditions imposed by NZTA.

2. Determining compliance of a vehicle's alternative fuel system [section 2 of the Rule, clause 7.4 of the Rule and TR76 Regulation 90K(2)(a)–(c)]

A vehicle's alternative fuel system may be certified for operation in-service only if a vehicle inspector or inspecting organisation has identified the vehicle and has determined, on reasonable grounds, that the vehicle's system meets all of the following:

1. the system is safe to be operated under normal conditions of use, and
2. the system has been designed and constructed using components and materials that are fit for their purpose, and is within safe tolerance of its state when manufactured or modified, and
3. every component of the alternative fuel system and the system as a whole is in a safe working condition, and
4. the system fully complies with the applicable requirements and the imposed conditions and requirements by NZTA in this manual.

3. Information to take into account when determining compliance of a vehicle [subclause 7.4(3) of the Rule]

A vehicle inspector or inspecting organisation, in making a determination, must take into account:

- a) information obtained from inspecting the vehicle and associated documents, and
- b) additional relevant information, if any, about the vehicle issued by a manufacturer, modifier, repairer, or other relevant person of which the inspector or organisation is aware.

4.LPG and CNG fuel system specialist certification [clause 7.2(b)(v) & 7.5(1)(ba) of the Rule]

A vehicle that, since it was last issued with an alternative fuel inspection certificate, has been modified in a way that affects the LPG or CNG fuel system must undergo alternative fuel system specialist inspection and certification.

Note: An alternative fuel installation certificate and an alternative fuel installation compliance plate are evidence of LPG or CNG fuel system specialist inspection and certification.

3.1.3 Revocation of an alternative fuel inspection certificate

1.Revocation of evidence of vehicle inspection and conditional permit [subclause 11.3(1) of the Rule]

NZTA may revoke, by giving written notice to a vehicle's operator, an alternative fuel inspection certificate issued under [Land Transport Rule: Vehicle Standards Compliance 2002](#) if NZTA believes, on reasonable grounds, that:

- a) the vehicle does not comply with applicable requirements, or
- b) the alternative fuel inspection certificate was issued on the basis of an incorrect determination.

2. Re-inspection and re-certification of a vehicle [clause 11.4 of the Rule]

If an alternative fuel inspection certificate has been revoked, NZTA may require in writing that a vehicle inspector or inspecting organisation:

- a) repeat the inspection and certification of the vehicle, and
- b) issue, if appropriate, an alternative fuel inspection certificate, and
- c) meet the costs of the activities undertaken under (a) and (b).

3.1.4 Performance review

1. NZTA may monitor and review performance [subclause 3.1(1) of the Rule]

NZTA may monitor and review the performance of a vehicle inspector or inspecting organisation in complying with the requirements and conditions imposed by NZTA, including the performance of inspection and certification activities at individual sites.

The requirements and conditions are contained in this manual and in the Performance Review System Manual.

2. Providing information to NZTA [subclause 3.1(2) & (3) of the Rule]

In monitoring and reviewing performance, NZTA may require a vehicle inspector or inspecting organisation to undergo such monitoring and review and provide such information as NZTA reasonably considers relevant. A vehicle inspector or inspecting organisation must comply with a requirement from NZTA.

3. Costs of monitoring and review [subclause 3.1(4) of the Rule]

A vehicle inspector or inspecting organisation must bear the costs of the monitoring and reviewing of their performance in accordance with any prescribed fee.

3.1.5 Investigations

1. Investigations [subclause 3.2(1) of the Rule]

If NZTA has reason to believe that a vehicle inspector or inspecting organisation has failed to comply with any of the conditions of their appointment, or has failed to comply with [Land Transport Rule: Vehicle Standards Compliance 2002](#) (the Rule) or with this manual, NZTA may require the inspector or organisation to undergo such an investigation and to provide such information as NZTA reasonably considers appropriate.

2. Notification of action (remedial action, suspension or revocation, but not immediate suspension or imposing of conditions) [subclause 3.2(3) of the Rule]

Following an investigation and before carrying out action, NZTA must notify the vehicle inspector or inspecting organisation in writing of:

- a) the action that is being considered, and
- b) the reasons for the action that is being considered, and
- c) the date by which submissions may be made to NZTA in respect of the action that is being considered, which must be at least 21 days after the notice was given, and
- d) where appropriate, the date on which the action that is being considered will take effect, which unless NZTA determines otherwise, must be at least 28 days after the notice was given.

3. Responding to a notification of action [subclause 3.2(5) of the Rule]

If a vehicle inspector or inspecting organisation is notified as above, they must ensure that all information that they wish NZTA to consider in relation to the action that is being considered is received by NZTA within the period specified in the notice or within any further period that NZTA may allow.

4. NZTA must consider submissions [subclause 3.2(6) of the Rule]

NZTA must consider the submissions made and information supplied, and must:

- a) decide whether or not to take the action that is being considered, and
- b) as soon as is practicable, provide written notification to the vehicle inspector or inspecting organisation of:
 - i. any decision made by NZTA, and
 - ii. if appropriate, the date on which the action is to take effect, and
 - iii. if appropriate, the right of appeal under section 106 of the [Land Transport Act 1998](#)

5. Remedial action, suspension, revocation [subclause 3.2(2) of the Rule]

If, following an investigation, NZTA is satisfied that the vehicle inspector or inspecting organisation has failed to comply with any of the conditions of their appointment, or failed to comply with the Rule or this manual, NZTA may do one or more of the following:

- a) require that remedial action, such as training, be undertaken by the inspector or organisation
- b) suspend the whole or any part of the appointment of the inspector or organisation for a specified period or until specified conditions are met
- c) revoke the whole or any part of the appointment of the inspector or organisation.

6. Immediate suspension or imposition of conditions [subclause 3.3(1) of the Rule]

If NZTA has reason to believe that a vehicle inspector or inspecting organisation has failed to comply with a condition of their appointment or with the Rule or this manual, and that this presents a significant risk to land transport safety, NZTA may suspend, with immediate effect, the whole or any part of the appointment, or impose any conditions on the appointment.

7. Notification of immediate suspension or imposition of conditions [subclause 3.3(2) of the Rule]

Where NZTA suspends the whole or any part of an appointment, or imposes conditions on the appointment, NZTA must notify the vehicle inspector or inspecting organisation in writing of:

- a) the grounds for the suspension or imposing of conditions
- b) the fact that the inspector or organisation may make submissions to NZTA
- c) the right of appeal under section 106 of the [Land Transport Act 1998](#)

8. NZTA must consider submissions following immediate suspension or imposition of conditions [subclause 3.3(3) of the Rule]

NZTA must, as soon as practicable, consider any submission made and notify the inspector or inspecting organisation in writing of the result of any such consideration.

9. Duration of immediate suspension or imposition of conditions [subclause 3.3(5) of the Rule]

A suspension or condition imposed remains in force until NZTA has determined the action to be taken and that action has been taken.

10. Withdrawal of immediate suspension or imposition of conditions [subclause 3.3(4) of the Rule]

NZTA may at any time withdraw a suspension or condition imposed.

11. Right of appeal [subclause 3.3(6) of the Rule]

A vehicle inspector or inspecting organisation may appeal under section 106 of the [Land Transport Act 1998](#) against a decision by NZTA to immediately suspend or impose conditions.

12. Costs of investigations [subclause 3.2(7) of the Rule]

NZTA may require a vehicle inspector or inspecting organisation to bear the costs associated with an investigation or remedial action in accordance with any prescribed fee.

13. Obligation to comply [subclause 3.2(8) of the Rule]

A vehicle inspector or inspecting organisation must comply with a requirement of NZTA in relation to paragraphs 1, 5, and 12.

3-2 Establishing whether the vehicle requires alternative fuel system inspection and certification

An alternative fuel inspection certificate is required for any vehicle fitted with an alternative fuel system that is in working order before it can be issued with a WoF or CoF.

Note: an alternative fuel system with all the necessary components connected is deemed to be in working order, whether or not it is charged. A system that has had the filler connection removed is deemed to be not in working order.

The following vehicles do not require alternative fuel system inspection and certification:

1. Forklifts, floor sweepers, polishers, tow tractors, elevating work platforms, industrial stationary engines, other LP Gas usage such as the gas supply system for appliances in caravans, mobile homes or for the propulsion of marine craft.
2. Any motor vehicle owned by a harbour board, shipping company or stevedoring contractor and used exclusively in connection with the embarking of ships' passengers or for loading and unloading ships' mails, cargo and passenger baggage and used on a public highway only when proceeding unladen from one wharf to another wharf or from its usual place of storage to a wharf and in returning to that place of storage.
3. Any motor vehicle normally propelled by mechanical power while it is being temporarily towed without the use of its own power.

4. Vehicles listed in the table below:

<p>a) a vehicle of class AB, LA or LB that does not have a motor or motors with a total power output of more than 2kW, and is not operated at a speed exceeding 50km/h</p> <p>b) an armoured vehicle used exclusively as equipment of the New Zealand Defence Force</p> <p>c) a traction engine</p> <p>d) a mechanically-propelled roller</p> <p>e) a crane fitted with self-laying tracks</p> <p>f) an excavator fitted with self-laying tracks</p> <p>g) a tractor or any other machine used solely in agricultural, land management or roading operations, whether for traction or otherwise, that is not operated at a speed exceeding 30km/h, together with any trailer operated only while being towed by that tractor or machine</p>	<p>h) a trailer designed exclusively for agricultural purposes and not operated except when being:</p> <p>i) delivered from a manufacturer to the manufacturer's agent, or</p> <p>ii) taken to or from an agricultural show for display or demonstration purposes, or</p> <p>iii) taken from one part of a farm to another part of that farm, or from one farm to another farm owned or managed by the same person, or</p> <p>iv) taken to or from a farm by an agricultural contractor for the purpose of cultivation or harvest other than operations connected with the logging of trees and the cartage of fertiliser or lime or bulk liquids, or</p>	<p>i) a vehicle normally propelled by mechanical power while it is being temporarily towed without the use of its own power</p> <p>j) an all-terrain vehicle used:</p> <p>i) in moving from the operator's place of residence to a road that is not a public highway, when the distance travelled is less than 3km, or</p> <p>ii) in connection with its inspection, servicing or repair, or</p> <p>iii) as an agricultural vehicle.</p>
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3-3 Establishing whether the vehicle may be inspected for alternative fuel system certification

Before a vehicle can be inspected for the purpose of alternative fuel system certification it must meet one of the following requirements:

- a) the number on the registration plate(s) must be the same as that stated on the licence label, and the label must correctly describe the vehicle and be current, or
- b) the number on the registration plate(s) must be the same as that stated on the licence label, and the label must correctly describe the vehicle and must not have been expired for more than 12 months or the vehicle de-registered.

3-4 Establishing whether the vehicle complies

1. Select the CNG or LPG section of this manual depending on which fuel system is installed in the vehicle.

2. Inspect and test the alternative fuel system to determine whether it complies with the requirements set out in this manual, including clause 3.1.2.2.
3. The vehicle inspector or inspecting organisation may refuse to inspect a vehicle which:
 - a) is presented in such a condition that inspection is unreasonably difficult or cannot be completed (components missing, covered in dirt, etc), or
 - b) has an insecure load.
4. The alternative fuel system complies when it has been inspected according to this manual and the alternative fuel inspector determines that no reasons for rejection apply and that it meets all the requirements in 3.1.2(2). The vehicle inspector must pass the vehicle for certification.
5. The alternative fuel system does not comply when it has been inspected according to this manual and the alternative fuel inspector determines that a reason for rejection applies or that it does not meet a requirement in 3.1.2(2). The vehicle inspector must reject the vehicle for certification.
6. Where the inspector requires further information in order to determine compliance with the requirements, the inspector must not certify the vehicle until the information has been obtained.

3-5 Checksheets

- Applicable legislation: [Land Transport Rule: Vehicle Standards Compliance 2002, clause 2.3](#)

1. A checksheet that provides an adequate record of inspection must be used. Checksheet requirements are shown in Table 3-5-1 below.
 2. The checksheet must be completed in full and the writing must be clearly legible on the original and the duplicate page.
 3. Where parts of an alternative fuel system are inspected by different people, all those inspecting the vehicle must be alternative fuel inspectors. The checksheet must record which inspector inspected which part of the system. One inspector must take overall responsibility for the inspection of the alternative fuel system and that inspector must sign the checksheet.
 4. An alternative fuel inspector can determine one of two outcomes:
 - a) Passed inspection: record the determination on the checksheet and issue an Alternative Fuel Inspection Certificate.
 - b) Failed inspection: record the determination on the checksheet. The reasons for the failed inspection must be clearly stated on the checksheet.
 5. The customer copy of the completed checksheet must be supplied to the vehicle owner or operator.
- The inspecting organisation copy is retained by the inspecting organisation.

Table 3-5-1. Alternative Fuel Inspection Certificate checksheet requirements

Requirements

1. A checklist must be authorised by NZTA before use.
2. An authorised NZTA logo in bottom right corner with the words 'Authorised by' above it. Authorised use of the logo may be arranged with NZTA by emailing channels@nzta.govt.nz
3. An area of at least 100cm² for comments by the Vehicle Inspector.
4. Unique numbering of each checklist.
5. Wording as specified below.
6. Information items as specified below.
7. Pass/fail items as specified below.
8. A copy of the printed checklist must be supplied to NZTA for their records.

Note: some previously approved checklists may use previous logos and former names of NZTA.

Wording to be included

1. The words: 'This checklist does not constitute an Alternative Fuel Inspection Certificate'.
2. Words to the effect that rechecks must take place within 28 days of the original inspection, and that after this time a new inspection must be carried out and a new fee paid.
3. The words: 'Complaints regarding alternative fuel inspection issues should be first directed to the Alternative Fuel Inspection Certificate issuer'. Additional words may be added to the checklist to meet the requirements for complaint statements contained in the Introduction in the VIRM: Alternative Fuel System Certification.
4. The words: 'NZTA reserves the right to recheck any vehicle following an inspection.'

Items to be on the checklist

The checklist shall contain the items of information to be recorded and the list of inspection items to be checked by the Vehicle Inspector.

The items on the checklist may be listed in any order, but inspection items must be numbered so that comments are easily referenced.

Each inspection item on this list shall have a PASS/FAIL or YES/NO indicator, which must be marked by the Vehicle Inspector after each item is checked.

The method of indicating PASS, FAIL and NOT APPLICABLE, shall be explained on the checklist.

The inspection items that must be recorded on a checklist when carrying out an alternative fuel system inspection are listed below in the order in which they appear in the VIRM: Alternative fuel system certification. Any additional items included must be relevant to the inspection requirements in the VIRM: Alternative fuel system certification. The checklist must state if an item is not an inspection requirement.

Information items

- Customer name and address
- Inspecting Organisation trading name and address
- Inspecting Organisation authority number
- Make
- Model
- Odometer reading
- Year
- Year first registered in NZ

3-6 Issuing the Alternative Fuel Inspection Certificate

3.6 Issuing the Alternative Fuel Inspection Certificate (Rule 7.9 and 9)

- Applicable legislation: Land Transport Rule: Vehicle Standards Compliance 2002, subclause 7.9 and clause 9.

3.6.1 Expiry dates

The expiry date is whichever occurs first of the following:

1. 12 months from the date of passed inspection, plus up to 14 days of the unexpired portion of the existing certificate, or
2. The first date on which a cylinder or container is due to be tested.

3.6.2 Completing and affixing the Alternative Fuel Inspection Certificate

If the vehicle passes the alternative fuel inspection, the new Alternative Fuel Inspection Certificate must be completed in the following manner:

Front side: select the label with the correct month of expiry and record the full expiry date of the inspection certificate.

Reverse side: record all the following items:

1. Vehicle registration number.
2. Vehicle make.
3. Fuel type.
4. Full expiry date of the inspection certificate.
5. Alternative Fuel Installation Certificate number.
6. Name of the inspecting organisation (Authorised Agency).
7. Number ('AVIC ID') of the inspecting organisation (Authorised Agency).

Label record (butt): record all of the following:

1. Vehicle registration number.
2. Vehicle make.
3. Fuel type.
4. Name of vehicle owner.
5. Date of passed inspection.
6. Full expiry date of the inspection certificate.
7. Signature and authority number of the vehicle inspector.

Each label has a unique number which must be recorded on both copies of the checksheet.

The label record (butt) must be held by the inspecting organisation.

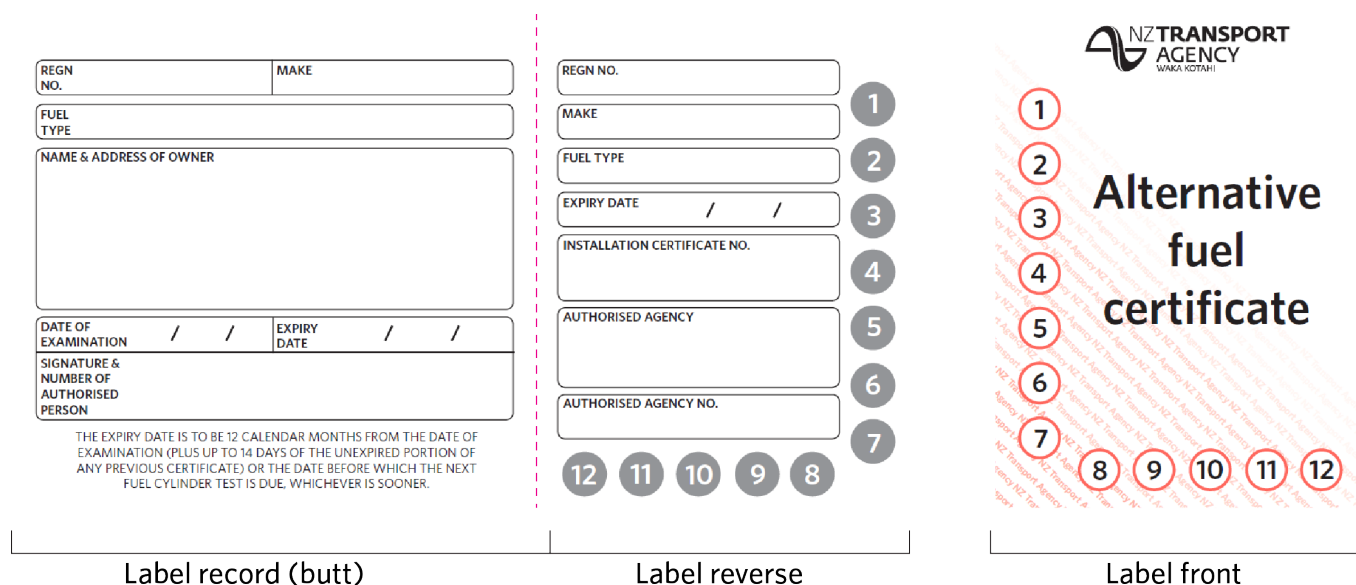


Figure 3-6-1. Alternative Fuel Inspection Certificate details

Affixing the Alternative Fuel Inspection Certificate

The Alternative Fuel Inspection Certificate must be affixed by the vehicle inspector or a delegated employee of the inspecting organisation in one of the following positions:

1. If the vehicle is fitted with a windscreen:
 - a) to the inside of the windscreen facing outwards, on the same side as the steering wheel, and
 - b) as close as possible to the edge of the windscreen where it is clearly visible from the outside and is not obscured by the anti-glare band.
2. For any other vehicle, in a position where it can be readily seen.

Not more than one Alternative Fuel Inspection Certificate may be displayed at one time. When issuing a new certificate, the vehicle inspector must remove the existing label.

3-7 Collecting fees

3.7 Collecting fees

- Applicable legislation: Land Transport (Certification and Other Fees) Regulations 1999, Regulations 7 and 8.

Application for inspection and certification of vehicles for alternative fuel certification

The fee to be paid by an applicant for inspection and certification of a vehicle for in-service inspection (including alternative fuel system inspection) is the amount fixed by the inspecting organisation that is reasonable, having regard to:

- a) the time spent in inspecting the vehicle to ascertain whether it complies with the relevant requirements, and
- b) any fees payable to NZTA, and
- c) any standard or usual rate at which the inspecting organisation imposes charges for other work carried out in respect of motor vehicles.

Where a vehicle subject to a Warrant of Fitness fails an alternative fuel system inspection, no additional fee is payable for any subsequent inspection by the same inspecting organisation for the purpose of the same certification, if such application is made within 28 days of the first inspection for the issue of the evidence of vehicle inspection. A fee is payable for an inspection if the vehicle is presented after the 28 days have lapsed.

Duplicate evidence of vehicle inspection

The fee to be paid by the vehicle operator to an inspecting organisation for a duplicate of an evidence of vehicle inspection (label) is \$7.70 including GST, which is set by regulation. A duplicate can be issued only if evidence of the original inspection and certification, such as a checksheet, is made available to the inspecting organisation issuing the duplicate certificate.