

Correct as at 26th April 2026. It may be superseded at any time.

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

3 Resources

Requirements

| | What NZTA expects of you | How NZTA will assess your performance |
|-----|--|---|
| 3.1 | Facilities | |
| | <p>The facilities that you use:</p> <ul style="list-style-type: none"> comply with the facilities requirements specified in section 1.1 of the LVVTA Operating Requirements Schedule | NZTA will inspect one or more of the facilities that you use. |
| 3.2 | Technical equipment | |
| | <p>You have, or have ready access to all technical equipment as required by section 1.2 of the LVVTA Operating Requirements Schedule</p> <p>The equipment is complete, up-to-date and in good condition.</p> | NZTA will inspect the technical equipment you use. |
| 3.3 | Administrative equipment | |
| | <p>Currently no special administration equipment is required by the LVV certifier.</p> <p>Do not score this section, it is not required.</p> | |
| 3.4 | Technical information | |
| | <p>You have, or have ready access to, all technical information required by NZTA and LVVTA, required by section 2 of the LVVTA Operating Requirements Schedule</p> <p>The information is complete, up-to-date and in good condition.</p> | NZTA will inspect your technical information. |
| 3.5 | Controlled certification documents | |
| | <p>You have available blanks of all current LVVTA forms and form-sets you must use and complete as part of your inspection and certification work.</p> | NZTA will inspect your forms and form-sets. |

3.6

Certification staff

You are doing inspections and certification work and hold current and appropriate NZTA appointments for the certification work you carry out.

You hold current driver licences for the types of vehicle you are required to drive/operate.

You have current public liability and professional indemnity insurance.

NZTA will:

- talk to you
- observe you at work
- inspect your drivers licence
- inspect your insurance documentation.

Scores

| Score | | | | |
|-------|---|--|---|---|
| 0 | 1 | 2 | 3 | |
| 3.1 | <p>Facilities</p> | | | |
| | <p>The facilities you use do not meet the requirements specified in section 1.1 of the LVVTA Operating Requirements Schedule</p> <p>This means the facilities are deficient to an extent that they adversely affect your certification decisions or certification outcomes.</p> | <p>Some of the facilities you use meet the requirements specified in section 1.1 of the LVVTA Operating Requirements Schedule, but you do not always use those facilities.</p> <p>This means there are times when the facilities you use are deficient to an extent that they adversely affect your certification decisions or certification outcomes.</p> | <p>The facilities you use meet the requirements specified in section 1.1 of the LVVTA Operating Requirements Schedule</p> <p>However, there are some minor aspects of the facilities that could be improved. Minor aspects are those that do not adversely affect your certification decisions or certification outcomes but that, if improved, would make your inspection and certification work easier or more efficient.</p> <p>For example, there may be areas where lighting could be improved, or where the facilities could be better organised.</p> | <p>The facilities you use meet all requirements specified in section 1.1 of the LVVTA Operating Requirements Schedule</p> |
| 3.2 | <p>Technical equipment</p> | | | |
| | <p>Your score here is the average score of your performance in meeting NZTA’s expectations for ‘Technical equipment’ in the Technical part of the Performance Review System.</p> | | | |
| 3.3 | <p>Administrative equipment</p> | | | |
| | <p>Not applicable</p> | | | |

| | | | | |
|---|---|---|--|--|
| <p>3.4</p> | <p>Technical information</p> | | | |
| <p>You do not have, or do not have ready access to the technical information required by section 2 of the LVVTA Operating Requirements Schedule</p> | <p>You have, or have ready access to all the technical information required by. The information is complete but not up-to-date.</p> <p>For example, when you receive an amendment to a manual, you do not update it as promptly as you could.</p> | <p>You have, or have ready access to all the technical information required by section 2 of the LVVTA Operating Requirements Schedule</p> <p>The information is complete and up-to-date, but not in good condition.</p> <p>For example, pages from a manual have been taken out at some stage and then put back in the wrong place (ie, the pages are no longer in the right order, making it difficult to find items).</p> | <p>You have, or have ready access to all the technical information required by section 2 of the LVVTA Operating Requirements Schedule</p> <p>The information is in complete, up-to-date and in good condition.</p> | |
| <p>3.5</p> | <p>Controlled certification documents</p> | | | |
| <p>You do not have available blanks of most or any of the LVV forms and form-sets you must use and complete as part of your inspection and certification work.</p> | <p>You do not have available blanks of some of the LVV forms and form-sets you must use and complete as part of your inspection and certification work.</p> | <p>You have available blanks of most LVV forms and form-sets you must use and complete as part of your inspection and certification work.</p> | <p>You have available blanks of all current LVV forms and form-sets you must use and complete as part of your inspection and certification work.</p> | |
| <p>3.6</p> | <p>Certification staff</p> | | | |

| | | | |
|--|--|--|---|
| <p>You do not have</p> <ul style="list-style-type: none">• <p>or</p> <ul style="list-style-type: none">• | | | <p>You hold:</p> <ul style="list-style-type: none">• current driver licences for the types of vehicles you are required to drive/operate as part of your work• a current and adequate professional indemnity insurance policy for your LVV certification work. |
|--|--|--|---|