

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 It may be superseded at any time.

Extract taken from: PRS & QMS > PRS: Light vehicle repair certification > General part > Resources

3 Resources

Requirements

What the Transport Agency expects of you	How the Transport Agency will assess your performance	
3.1	Facilities	
	Facilities used for certification and inspection: <ul style="list-style-type: none"> • meet all Transport Agency requirements (including VIRM requirements) • are adequate for the nature and volume of the inspection and certification work carried out by your business, eg in terms of access, size, lighting, flooring, features (such as a pit), layout, condition and organisation. 	The Transport Agency will inspect facilities used for certification and inspection.
3.2	Technical equipment	
	You have ready access to, all technical equipment (including any manuals) required for your certification work, or required by the Transport Agency, such as tools and inspection equipment. The equipment is in good condition and working order. Note The score for this is the average of the technical equipment scores from the Self-assessment record — Technical part	The Transport Agency will inspect your technical equipment.
3.3	Administration equipment	
	Ensure current access and accurate use to Landata (ie current login, access to the internet, accuracy and use to completing notes)	

<p>3.4</p>	<p>Technical information</p>	
<p>3.5</p>	<p>Controlled inspection and certification documents</p>	
<p>3.6</p>	<p>Inspection and certification</p>	
<p>You have, or have ready access to, all technical information required by the Transport Agency, such as VIRMs.</p> <p>The information is complete, up to date and in good condition.</p>	<p>The Transport Agency will inspect your technical information.</p>	
<p>You have available blank copies of all controlled documents and must use and complete these as part of your inspection and certification work.</p> <p>Any controlled documents you have developed yourself, if permitted by the Transport Agency, comply with Transport Agency requirements.</p>	<p>The Transport Agency will inspect your controlled inspection and certification documents.</p>	
<p>You are the doing inspection and certification work and hold current and appropriate Transport Agency appointments for the certification work you carry out, unless you are specifically permitted by the Transport Agency to delegate specified parts of your inspection and certification work to persons who are not required to hold Transport Agency appointments (Note 1)</p> <p>All persons to whom you have delegated inspection and certification work are competent and qualified to do the specified work.</p> <p>If you are required to drive vehicles as part of your work you hold a current driver licences for the types of vehicle.</p>	<p>The Transport Agency will:</p> <ul style="list-style-type: none"> • talk to you • talk to technicians and management of organisations to which you delegate inspection and certification work • observe you at work • inspect your Delegation record • inspect your driver licence and ensure that it is current. 	

Scores

Score				
0	1	2	3	
3.1	Facilities			
	<p>Facilities:</p> <ul style="list-style-type: none"> do not meet the Transport Agency requirements (including VIRM requirements), or are inadequate for the nature and volume of the inspection and certification work carried out by your business. <p>This means facilities are deficient to an extent that they adversely affect your certification decisions or certification outcomes.</p>	<p>Facilities:</p> <ul style="list-style-type: none"> may meet the Transport Agency requirements (including VIRM requirements), but are barely adequate for the nature and volume of the inspection and certification work carried out by your business. <p>This means there are serious deficiencies in facilities that require improvement. Serious deficiencies are those that, if not improved promptly, may adversely affect your certification decisions or certification outcomes.</p>	<p>Facilities:</p> <ul style="list-style-type: none"> meet all Transport Agency requirements (including VIRM requirements), and are adequate for the nature and volume of the inspection and certification work carried out by your business. <p>However, there are minor aspects in 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 your facilities could be better organised.</p>	<p>Facilities:</p> <ul style="list-style-type: none"> meet all Transport Agency requirements (including VIRM requirements), and are fully adequate for the nature and volume of the inspection and certification work carried out by your business, eg in terms of access, size, lighting, flooring, features (such as a pit), layout, condition and organisation.
3.2	Technical equipment			
	<p>Your score here is the average score of your performance in meeting the Transport Agency's expectations for 'Technical equipment' in the Technical part of the PRS.</p>			

<p>3.3</p>	<p>Administration equipment</p>			
	<p>Not applicable.</p>	<p>Not applicable.</p>	<p>Not applicable.</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 the Transport Agency.</p>	<p>You have, or have ready access to, all technical information required by the Transport Agency.</p> <p>The information is complete but not up to date.</p> <p>For example, when you receive amendments to an inspection manual, you do not update the manual as promptly as you could.</p>	<p>You have, or have ready access to, all technical information required by the Transport Agency.</p> <p>The information is complete and up to date but not in good condition.</p> <p>For example, pages from an inspection manual may 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 technical information required by the Transport Agency, such as VIRMs.</p> <p>The information is complete, up to date and in good condition.</p>
<p>3.5</p>	<p>Controlled inspection and certification documents</p>			

<p>You do not have available blank copies of most or any of the documents you must use and complete as part of your inspection and certification work.</p> <p>OR</p> <p>You use documents you have developed yourself but:</p> <ul style="list-style-type: none"> • • 	<p>You do not have available blank copies of some documents you must use and complete as part of your inspection and certification work.</p> <p>OR</p> <p>Some documents you have developed yourself do not fully comply with Transport Agency requirements.</p>	<p>You have available blanks of most documents you must use and complete as part of your inspection and certification work.</p> <p>Any documents you have developed yourself, if permitted by the Transport Agency, comply with Transport Agency requirements.</p>	<p>You have available blanks of all documents you must use and complete as part of your inspection and certification work.</p> <p>Any documents you have developed yourself, if permitted by the Transport Agency, comply with Transport Agency requirements.</p>
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Certification staff

You do not hold current and appropriate Transport Agency appointments for the certification work you carry out.

You have delegated or contracted out work without Transport Agency permission.

You hold current and appropriate Transport Agency appointments for the certification work you carry out.

However:

- a person to whom you have rightfully delegated certification work does not have the required level of competence, or
- if you are required to drive a vehicle as part of your work do not hold a current driver licence

You hold a current and appropriate Transport Agency appointments for the certification work you carry out.

All persons to whom you have delegated certification work are competent and qualified to do the specified work.

If you are required to drive a vehicle as part of your work you hold a current driver licence for the type of vehicle required to be driven.