

Notice of appointment and VIRM requirements

The following highlights some important aspects of the *Notice of appointment* and the *VIRM: Heavy vehicle specialist certification* (VIRM). The information that follows is not exhaustive and persons wishing to be appointed as heavy vehicle specialist inspectors must read the *Notice of appointment* and the VIRM.

[Notice of appointment](#)

[VIRM: Heavy vehicle specialist certification](#)

Compliance documents

There are 2 compliance documents for heavy vehicle inspectors: the Statement of Design Compliance and the LT400.

An engineer inspector gives the Statement of Design Compliance to a local manufacturer vehicle inspector. This document allows the local manufacturer vehicle inspector to issue the final certification (LT400) after installation. The requirements for a Statement of Design Compliance are outlined in the [introduction to the VIRM](#).

The LT400 is the certifying document that is completed by the inspector. This document is the record of determination; it outlines for the testing stations what has been certified and where all relevant information about the certification can be found. The LT400 is supplied on a pre-printed form and can only be purchased by approved inspectors.

Procedure documentation sheets

A procedure documentation sheet (PDS) records the details of an inspection (ie vehicle details, measurements, drawings, critical matters, etc) to assess whether a vehicle may be certified. All inspectors are required to have a PDS

for each certification as stated in the introduction to the VIRM.

Certification category	Engineer	Local manufacturer	Prerequisites
Load anchorages	HVEA	HMAD	
Towing connections	HVET	HMTD	
Chassis modification	HVEC	HMCD	HVET (for HVEC) HMTD (for HMCD)
Swept path	HVP1		HVEC
Vehicle dynamics (PBS)	HVP2		HVP1/HVEC
Brakes	HVEK	HMKD	
Log bolster attachments	HVEL	HMLD	HVEC (for HVEL) HMCD (for HMLD)
SRT level 1	HVS1		
SRT level 2	HVS2		
SRT level 3	HVS3		

Delegation

Details relating to each certification category's ability to delegate are:

Engineers

Under the *Notice of appointment* and the VIRM, engineers are not allowed to delegate the signing of the compliance documents or the final inspection.

Local manufacturers

Under the *Notice of appointment* and the VIRM, a local manufacturer inspecting organisation (IO) must delegate the final inspection and signing of the LT400 (compliance document) to an employee who has attended and passed the local manufacturer's assessment and is appointed by NZTA as a manufacturer inspector (VI).

Insurance

All inspectors must be covered by professional indemnity insurance and public liability insurance.

Communication

With a large number of heavy vehicle specialist inspectors, it is important that we have clear communication channels. Therefore, NZTA has a number of ways it communicates information with heavy vehicle specialist inspectors.

VIRM: Heavy vehicle specialist certification

We distribute inspection requirements as determined by New Zealand legislation. These are set out in *Vehicle inspection requirements manuals*, called VIRMs, which are produced and updated by NZTA. The VIRMs contain instructions on the behaviour expected of our inspectors and, in specific sections, a summary of the applicable legislation and reasons for rejection for various vehicle components and systems.

Information memos

We publish information memos regarding technical information that inspectors must be aware of, as the need arises. These are generally added as [technical bulletins](#) to the VIRM and they are numbered and grouped by subject. We notify appointed inspectors of these additions by email. It's important you give us the correct email address details and tell us if they change.

Contacts

Applicants and inspectors are welcome to contact us:

Technical issues	
Email	info@nzta.govt.nz
Phone	0800 587 287 Press 2 for information on site or inspector authorities, or hold for administration issues
Post	
Technical	Safer Vehicles Technical NZ Transport Agency Palmerston North Office Private Bag 11777 Palmerston North 4442
Administration	Provider Licensing NZ Transport Agency Palmerston North Office Private Bag 11777 Palmerston North 4442

NZTA also has a website that we encourage applicants and inspectors to visit and use. It contains factsheets relevant to certification work, along with general information about the NZTA.

Factsheets

www.nzta.govt.nz