

Correct as at 28th June 2026. It may be superseded at any time.

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

4 Management

Requirements

| | What NZTA expects of you | How NZTA will assess your performance |
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| 4.1 | Management of competence | |
| | <p>You have a coordinated approach to managing your competence in all aspects of your LVV certification work.</p> <p>This means you:</p> <ul style="list-style-type: none">• regularly assess your level of competence• make sure your competence is maintained at a high level, ie, you are aware of, and competent in dealing with, new technologies, new equipment, and new legal requirements and updates to technical information• attend all LVVTA training sessions <p>You keep an up-to-date Training record, listing any internal and external training you do.</p> | <p>NZTA will:</p> <ul style="list-style-type: none">• talk to you• inspect the records you keep, including your Training record |
| 4.2 | Management of facilities | |
| | <p>You have a coordinated approach to managing facilities that you use. Your approach ensures the facilities that you use are kept tidy, clean, organised, and in good condition.</p> | <p>NZTA will:</p> <ul style="list-style-type: none">• talk to you• inspect the facilities you use. |
| 4.3 | Management of equipment | |

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is:

- talk to you
- inspect your equipment
- observe you at work
- look at your inspection and certification volumes (to check that enough equipment is available)
- inspect where and how your equipment is stored
- inspect your Equipment Records.

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| <p>4.4</p> | <p>Management of technical information</p> | |
| <p>You have a coordinated approach to managing your technical information. Your approach ensures that technical information is:</p> <ul style="list-style-type: none"> • updated promptly when you receive updates from NZTA and LVVTA • stored so you have easy access • maintained in good condition. <p>Your NZTA Technical information record for this manual or VIRM: In-service certification are up-to-date.</p> <p>Your LVVTA amendment records are up-to-date.</p> | <p>NZTA will:</p> <ul style="list-style-type: none"> • talk to you • inspect your technical information and the locations where you keep it • inspect your LVVTA Amendment Record. | |
| <p>4.5</p> | <p>Management of inspection and certification documents</p> | |
| <p>You have a coordinated approach to managing your LVV certification documents. Your approach ensures that:</p> <ul style="list-style-type: none"> • unaffixed LVV certification plates are always kept out of the reach of the public and, outside business hours, are locked in a safe, locker, or strong cupboard or drawer • all F001 forms are filed so that they can be easily retrieved. <p>You keep an up-to-date LVV Certification plate register.</p> | <p>NZTA will:</p> <ul style="list-style-type: none"> • inspect your used and unused LVV certification documents and the locations where you keep them • inspect the way you file your LVV certification documents • inspect your LVV Certification plate register. | |
| <p>4.6</p> | <p>Management of electronic certification information</p> | |
| <p>You have a coordinated approach to managing your electronic inspection and certification information. Your approach ensures that:</p> <p>You have backup copies or hardcopies of any electronic information relevant to your inspection and certification work, such as digital photographs or LVV certification plate register.</p> | <p>NZTA will:</p> <ul style="list-style-type: none"> • talk to you • observe you at work • inspect the backup copies or hardcopies you keep of your electronic certification information. | |
| <p>4.7</p> | <p>Management of certification staff</p> | |

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| <p>You have a coordination approach to manage your work. Your approach ensures that:</p> <ul style="list-style-type: none"> • | <p>NZTA will:</p> <ul style="list-style-type: none"> • talk to you and any contractors • observe you at work. | |
| <p>4.8</p> | <p>Management of time</p> | <p>NZTA will:</p> <ul style="list-style-type: none"> • talk to you • observe you at work • look at your inspection and certification volumes. |
| | <p>You allocate enough time for you to carry out your inspection and certification work, allowing for the complexity of the work, the facilities, the available equipment, and your level of skill.</p> <p>This means you:</p> <ul style="list-style-type: none"> • are comfortable with the time allocated and actually spent on inspection and certification work • do not feel under pressure to perform within timeframes that are unreasonably tight. | |

Scores

| Score | | | | |
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| 0 | 1 | 2 | 3 | |
| 4.1 | Management of competence | | | |
| | <p>Your approach to managing your competence in all aspects of your LVV certification work is inadequate.</p> <p>This means you:</p> <ul style="list-style-type: none"> do not assess your level of competence, or make little or no effort to ensure your competence is maintained at a high-level, or do not attend any LVVTA training sessions. | <p>Your approach to managing your competence in all aspects of your LVV certification work is barely adequate.</p> <p>This means you:</p> <ul style="list-style-type: none"> do not assess your level of competence on a regular basis, or make only limited efforts to maintain your competence at a high level, or do not always attend LVVTA training sessions <p>OR</p> <p>You do not keep a <u>Training record</u> .</p> | <p>Your approach to managing your competence in all aspects of your LVV certification work is adequate.</p> <p>This means you usually:</p> <ul style="list-style-type: none"> assess your level of competence on a regular basis, or make sure that your competence is maintained at a high level, ie you are aware of, and competent in dealing with, new technologies, new equipment, and new legal requirements and updates to technical information. <p>However, you do not always:</p> <ul style="list-style-type: none"> attend LVVTA training sessions, or keep your <u>Training record</u> up-to-date. | <p>Your approach to managing your competence in all aspects of your LVV certification work is well coordinated</p> <p>.</p> <p>This means you consistently:</p> <ul style="list-style-type: none"> assess your level of competence on a regular basis, or make sure your competence is maintained at a high level, ie, you are aware of, and competent in dealing with, new technologies, new equipment, and new legal requirements and updates to technical information. <p>You keep an up-to-date <u>Training record</u> , listing any internal and external training you do.</p> |
| 4.2 | Management of facilities | | | |

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| <p>Your approach to managing the facilities that you use is inadequate.</p> <p>This means you make little or no effort to keep the facilities tidy, clean, organised and maintained in good condition.</p> | <p>Your approach to managing the facilities you use is barely adequate.</p> <p>This means you:</p> <ul style="list-style-type: none"> • make only limited efforts to keep the facilities tidy, clean, organised, or maintained in good condition. | <p>Your approach to managing facilities you use is adequate.</p> <p>This means you usually:</p> <ul style="list-style-type: none"> • make sure the facilities are tidy, clean, organised, and maintained in good condition. | <p>Your approach to managing the facilities you use is well coordinated.</p> <p>This means you consistently:</p> <ul style="list-style-type: none"> • make sure the facilities are tidy, clean, organised, and maintained in good condition. |
| <p>4.3</p> | <p>Management of equipment</p> | | |

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| <p>Your approach to managing your equipment is inadequate.</p> <p>This means you make sure equipment is available in sufficient numbers for the volume of certification work carried out by your business.</p> <p>However, you often do not make sure equipment is:</p> <ul style="list-style-type: none"> • stored as specified by the manufacturer or in locations where you have easy access, or • used as intended, or • maintained or calibrated as specified by the manufacturer. <p>OR</p> <p>You do not keep an Equipment record for some or any equipment that requires regular maintenance or calibration.</p> <ul style="list-style-type: none"> • • | <p>Your approach to managing your equipment is barely adequate.</p> <p>This means you usually make sure your equipment is:</p> <ul style="list-style-type: none"> • available in sufficient numbers for the volume of certification work carried out by your business, and • stored as specified by the manufacturer or in locations where you have easy access, and • actually used by you for its intended purpose, and • maintained as specified by the manufacturer, and • calibrated as specified by the manufacturer, or as required by NZTA. <p>You keep an Equipment record for each piece of equipment that requires maintenance or calibration, but you do not always keep your Equipment record up-to-date.</p> | <p>Your approach to managing your equipment is adequate.</p> <p>This means you consistently make sure your equipment is:</p> <ul style="list-style-type: none"> • available in sufficient numbers for the volume of certification work carried out by your business, and • stored as specified by the manufacturer or in locations where you have easy access, and • actually used by you for its intended purpose, and • maintained as specified by the manufacturer, or as required by NZTA. | <p>Your approach to managing your equipment is well coordinated.</p> <p>This means you consistently make sure your equipment is:</p> <ul style="list-style-type: none"> • available in sufficient numbers for the volume of certification work carried out by your business, and • stored as specified by the manufacturer or in locations where you have easy access, and • actually used by you for its intended purpose, and • maintained as specified by the manufacturer, and • calibrated as specified by the manufacturer, or as required by NZTA. <p>You keep an up-to-date Equipment record for each piece of equipment that requires maintenance or calibration.</p> |
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4.4

Management of technical information

Your approach to managing your technical information is **inadequate**.

This means you make little or no effort to manage your technical information.

For example, some technical information may not have been updated for a considerable time.

Your approach to managing your technical information is **barely adequate**.

This means although you make some efforts to manage your technical information, you often do not:

- update technical information promptly when you receive updates from the LVVTA, or
- store technical information so you have easy access

OR

- you do not keep a **LVVTA amendment record** or **[Technical information record](#)** for this manual or **[VIRM: In-service certification](#)** up-to-date.

Your approach to managing your technical information is **adequate**.

This means you usually make some efforts to make sure your technical information is:

- updated promptly when you receive updates from the LVVTA, and
- stored so you have easy access.

However, you do not always:

- maintain your technical information in good condition, or
- keep your **LVVTA amendment record** or **[Technical information record](#)** for this manual or **[VIRM: In-service certification](#)** up-to-date.

Your approach to managing your technical information is **well coordinated**.

This means you consistently make sure your technical information is:

- updated promptly when you receive updates from the LVVTA, and
- stored so you have easy access, and
- maintained in good condition

You keep an up-to-date **LVVTA amendment record** and **[Technical information record](#)** for this manual and **[VIRM: In-service certification](#)**

4.5

Management of inspection and certification documents

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| <p>Your approach to managing your LVV certification documents is inadequate.</p> <ul style="list-style-type: none"> • • <p>OR</p> <p>You do not keep a Certification plate register.</p> <p>OR</p> <p>You do not file F001 and F005 forms in a</p> | <p>Your approach to managing your LVV certification documents is barely adequate.</p> <p>This means although you make some efforts to manage your LVV certification documents, you often do not:</p> <ul style="list-style-type: none"> • keep unaffixed LVV certification plates out of reach of the public, or • lock unaffixed LVV certification plates in a safe, locker, or strong cupboard or drawer outside business hours, or • file F001 and F005 forms so that they can be easily retrieved <p>OR</p> <p>You do not keep a Certification plate register.</p> | <p>Your approach to managing your LVV certification documents is adequate.</p> <p>This means you usually make sure that:</p> <ul style="list-style-type: none"> • unaffixed LVV certification plates are kept safe at all times and out of reach of the public, and • unaffixed LVV certification plates are locked in a safe, locker, or strong cupboard or drawer outside of business hours, and • all F001 and F005 forms are filed so that they can be easily retrieved. <p>However, you do not always keep your Certification plate register up-to-date.</p> | <p>Your approach to managing your LVV certification documents is well coordinated.</p> <p>This means you consistently make sure that:</p> <ul style="list-style-type: none"> • unaffixed LVV certification plates are always kept out of the reach of the public and, outside business hours, are locked in a safe, locker, or strong cupboard or drawer • all F001 and F005 are filed so that they can be easily retrieved. <p>You keep an up-to-date Certification plate register.</p> |
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| <p>4.6</p> | <p>Management of electronic certification information</p> | | |
| <p>Not applicable</p> | | | |
| <p>4.7</p> | <p>Management of certification staff</p> | | |
| <p>Your approach to managing your staff is inadequate.</p> <p>This means you make little or no effort to make sure that:</p> <ul style="list-style-type: none"> • certification decisions are made only by you and you hold a current Waka Kotahi appointment, or • you make certification decisions where you do not hold the current applicable category, or • you do not currently hold the correct class of drivers licence for the class of vehicle you are certifying. | | | <p>Your approach to managing your staff is well coordinated.</p> <p>This means you consistently make sure that:</p> <ul style="list-style-type: none"> • certification decisions are made only by you and you hold a current Waka Kotahi appointment, or • you make certification decisions only where you hold the current applicable category, or • you currently hold the correct class of drivers licence for the class of vehicle you are certifying. |
| <p>4.8</p> | <p>Management of time</p> | | |

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| <p>You do not allocate enough time for you to carry out your certification work</p> <p>You:</p> <ul style="list-style-type: none">• • | <p>You do not always allocate enough time to carry out your certification work.</p> <p>You feel timeframes are too tight to carry out the certification work properly.</p> | <p>You generally allocate enough time to carry out your certification work, allowing for the complexity of the work, your facilities, the available equipment, and your level skill.</p> <p>You sometimes feel timeframes are too tight to carry out the certification work properly.</p> | <p>You allocate enough time to carry out your certification work, allowing for the complexity of your work, your facilities, the available equipment, and your level of skill.</p> <p>This means you:</p> <ul style="list-style-type: none">• are comfortable with the time allocated and actually spent on certification work, and• do not feel under pressure to perform within timeframes that are unreasonably tight. |
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