

# Heavy vehicle specialist applications

## Applying to become a heavy vehicle specialist certifier

### [Engineering certifier](#)

### [Manufacturer certifier](#)

### [Manufacturer inspecting organisation](#)

#### **Engineering certifier (HVS)**

To become a heavy vehicle engineering certifier, you must pass an exam, meet requirements, and apply to be appointed by NZTA for each heavy vehicle category you want to certify. You're appointed as both an inspecting organisation and a vehicle inspector.

When you apply to sit an exam held by us, we assess the following:

- Appropriate tertiary qualifications (ideally a diploma/degree in mechanical engineering)
- Competency and capability to sit the exam, including any in-service experience gained.

### [Apply to sit an exam \(HVSC01\)](#)

Note: exams held externally may have different requirements, including attending a course as a prerequisite.

When you apply to be appointed as an engineering certifier, we assess the following:

- You must have passed the relevant category exam or course before you apply for appointment
- You must pass the fit and proper person check to ensure you are suitable to be appointed. We may draw on several sources to determine this, such as your Ministry of Justice criminal record check (which you may need to send to us with your application), traffic offences, internal data and more.

### [Fit and proper person guidelines](#)

#### [Ministry of Justice criminal record check](#)

- Your experience and competency in the category/appointment you're applying for.
- Your quality assurance arrangements.
- Your insurance cover.
- Any conflicts of interest.

An onsite assessment/interview takes place after the application form is processed. Following this, you'll need to successfully complete a probationary period before being issued a *Notice of appointment*.

### [Heavy vehicle inspecting organisation/vehicle inspector Engineer's application \(HVSC02\)](#)

### [Sample Notice of appointment](#)

### [Find out more about the categories and appointments](#)

### [Read through the syllabus for each certification category](#)

#### **Manufacturer certifier (manufacturing HVSC vehicle inspector)**

To become a heavy vehicle local manufacturing certifier, you must complete training and assessment with the NZ Truck Trailer Manufacturers Federation (NZTTMF). Once completed, you apply to be appointed by us for each heavy vehicle category you want to certify. You must also be employed by a manufacturer inspecting organisation.

When you apply to be appointed as a manufacturing certifier vehicle inspector, we assess the following:

- You must have passed the NZTTMF training and assessment before you apply for appointment.
  - **Note:** you must complete the training and assessment for **all three of the following categories before you apply:**
    - Chassis modification (HMCD)
    - Towing connections (HMTD)
    - Load anchorages (HMAD).
- You must pass the fit and proper person check to ensure you are suitable to be appointed. We may draw on several sources to determine this, such as your Ministry of Justice criminal record check (which you may need to send to us with your application), traffic offences, internal data and more.

### [Fit and proper person guidelines](#)

#### [Ministry of Justice criminal record check](#)

- Your experience and core competency.
- Your quality assurance arrangements.
- Your insurance cover.
- Any conflicts of interest.

There is a separate application process for anyone wanting to become a local manufacturer inspecting organisation. A similar assessment takes place but is focused on those operating/owning the business.

For both local manufacturer vehicle inspector and inspecting organisation applications, an onsite assessment/interview takes place after the application form is processed. Once the process is completed and your application accepted, you'll be issued a *Notice of appointment*.

### [Local manufacturer vehicle inspector application \(HVSC04\)](#)

#### [Sample Notice of appointment](#)

#### **Manufacturing HVSC inspecting organisation**

To become a heavy vehicle local manufacturer inspecting organisation, you'll need to meet the relevant requirements, which are focused on operating/owning a business, and you'll need to employ people with the required skills and qualifications.

A local manufacturer inspecting organisation provides the infrastructure that allows manufacturing certifiers to certify vehicle components from manufacture through to installation.

When you apply to be appointed as a manufacturer inspecting organisation, we assess the following:

- You must pass the fit and proper person check to ensure you are suitable to be appointed. We may draw on several sources to determine this, such as your Ministry of Justice criminal record check (which you may need to send to us with your application), traffic offences, internal data and more.

### [Fit and proper person guidelines](#)

#### [Ministry of Justice criminal record check](#)

- Your experience and core competency.
- Your employees, including staff with welding certificates.

- The number of vehicles repaired and built each year.
- Your quality assurance arrangements.
- Your insurance cover.
- Any conflicts of interest.

For both local manufacturer vehicle inspector and inspecting organisation applications, an onsite assessment/interview takes place after the application form is processed. Once this is completed and your application accepted, you'll be issued a *Notice of appointment*.

### [Local manufacturer inspecting organisation application \(HVSC05\)](#)

#### [Sample Notice of appointment](#)

##### **Application and appointment**

If the application is filled in correctly and we are satisfied with the information provided (you must provide verifying documents), we'll appoint you as a heavy vehicle specialist certifier for SRT and will send you a *Notice of appointment*.

We will allocate you an ID if you are not a current inspector and give you instructions on how to order LT400s.

If your application is not successful we'll send you a letter explaining why.