Introduction

1 Purpose and Scope

This is the *Vehicle inspection requirements manual (VIRM): Light vehicle repair certification* (Repair VIRM). It has four main parts:

1. Introduction

The introduction explains the duties and responsibilities of the repair certifier, the inspection and certification process, complaints procedures, requirements for inspection premises and equipment, and the appointment of repair certifiers.

Also included are definitions and abbreviations, sample certification documents, an improvement suggestion form and a form for recording amendments.

2. Technical

This part of the manual covers the requirements for the certification of repairs to individual light vehicle components, structures and systems.

Each section of the technical part consists of up to three parts:

Reasons for rejection specifies the repair defects that must result in the vehicle being

rejected for repair certification.

Notes are for additional guidance, where required.

Summary of legislation summarises the legislation that is relevant to that section.

3. Technical bulletins

This part of the manual contains Technical bulletins that provide extended explanatory material for specific issues, components or vehicles.

This is to be used in conjunction with the relevant sections of the technical part of the manual.

To use the manual:

- the repair certifier identifies each system, structure or component affected by the repair
- the repair certifier selects the corresponding section from the technical part and inspects the repair to determine whether the requirements have all been met
- where there is a general requirement, such as for welding or water damage, then the damaged item must be inspected according to both the general and specific sections.

4. The LANDATA system

This is no longer part of the manual. To view the details of this area, you must log on to the **Agent portal** with your certifier ID and password.

2 Overview of the manual

In order to inspect and certify a vehicle with a Light vehicle repair record of certification (**LT308**), the repair certifier must:

a) be an authorised repair certifier appointed by the NZTA under the **Land Transport Rule: Vehicle Standards Compliance 2002** (the Rule) section 2.2

b) know the repair certifier's responsibilities

c) identify the vehicle class according to **section 3.4** of this introduction

d) identify whether the vehicle requires certification; **section 3.3** of this introduction identifies the threshold for repair certification

e) establish whether the vehicle complies; **section 3.5** and **section 3.6** of this introduction explain how to determine the vehicle's compliance with the requirements

f) complete the inspection documentation, LT308; **section 3.7** of this introduction explains the requirements for handling and completing the form

g) collect fees; **section 3.8** of this introduction lists the requirements for the repair certifier when charging and collecting fees.

3 Inspection and certification process

Page amended **13 May 2020** (see **amendment details**).

3-1 Duties and responsibilities

3.1.1 General duties and responsibilities

The repair certifier's primary duty is to ensure that a repaired vehicle is within safe tolerance of the manufacturer's specifications. General duties and responsibilities are defined in the Deed of Appointment: Light Vehicle Repair Specialist Inspector and Inspecting Organisation, **Land Transport Rule: Vehicle Standards Compliance 2002** (the Rule), **Land Transport Rule: Vehicle Repair 1998** (the Repair Rule) and in this manual.

The scope is covered by this VIRM. If the repair certifier notices parts which are not covered in this VIRM, for example lights which have been replaced, they must be listed and referred to a KSDP.

1. Repair Certifier

Repair certifier means a person who is appointed by the Transport Agency under section 2.2(1)(h) of the Rule to carry out inspection and certification activities in accordance with requirements and conditions imposed by the Transport Agency, and who is responsible for the inspection and certification outcome.

In this manual, a repair certifier is one appointed for the purpose of light vehicle repair specialist inspection and certification. This is defined in the Rule as specialist inspection and certification of repairs to significant damage or deterioration to the structure, chassis, body-to-chassis attachment, suspension or occupant protection system of a light

vehicle.

For the avoidance of doubt, any reference to a certifier, vehicle inspector or inspecting organisation in any legislation, Deed of Appointment, the Repair Rule or any other relevant document is a reference to a repair certifier appointed by the Transport Agency under the Rule.

2. Inspection and certification activities (section 2.2(1)(h) of the Rule)

Repair certifiers carry out specialist inspection and certification of repairs to significant damage or deterioration to the structure, chassis, body-to-chassis attachment, suspension or occupant protection system of a light vehicle.

3. Primary duty (section 2.1(2) of the Rule)

Repair certifiers must carry out inspection and certification activities competently and diligently and in accordance with the Rule, this document, their Deed of Appointment and the Repair Rule.

4. Inspection and certification activities that can be carried out (section 2.2(2) of the Rule)

Repair certifiers may carry out only those inspection and certification activities for which the Transport Agency has appointed them.

5. Requirements, conditions and period of appointment (section 2.3(1) of the Rule)

The NZTA may specify the period of appointment for a repair certifier and may impose requirements and conditions as to the performance of the inspection and certification activities, including the performance of those activities at individual sites. The Deed of Appointment states a time of appointment of five years from the date it was signed. This time may be extended by the receipt of a valid Certificate of Appointment. The new termination date shall be that stated on the certificate.

6. Insurance and indemnity (Deed of Appointment, Light Vehicle Repair Specialist Inspector and Inspecting Organisation Clause 28)

The repair certifier must maintain a third party public liability in relation to performance of the repair certifier's duties.

7. Fit and proper person (section 2.3(3) of the Rule)

It is a condition of appointment that a repair certifier continues to be a fit and proper person.

8. Repair certification documents e-mailed to entry certifiers, WoF inspectors and inspecting organisations

LT307s and LT308s can be emailed to entry certifiers and inspecting organisations provided:

(i) emails are sent directly to the entry certifier inspecting organisation from the repair certifier, and

(ii) the electronic copy contains all of the information from the original copy and is clear and legible.

9. Document retention, incorrect certification, vehicle defects (section 2.3(4) of the Rule)

It is a condition of appointment that a repair certifier:

a) keeps readily available every LT307, LT308 and copies of all other relevant records and associated documents relating to repair inspections and certification for a minimum period of two years, and

b) keeps retrievable paper or electronic copies of every LT307, LT308 and all other relevant records and associated documents relating to repair inspections and certifications for a minimum of an additional three years after that, and

c) advises the Transport Agency as soon as practicable if there is a reason to believe that the inspection and certification of a vehicle has been carried out incorrectly , and

d) advises the Transport Agency as soon as is practicable after they become aware of a defect in a manufacturer's production run or quality control process that may affect the safety performance of a vehicle that has been inspected and certified.

10. Delegation (section 2.4(1) of the Rule)

A repair certifier may not delegate any function or power to carry out inspection and certification activities for which they were appointed, except under conditions specified by the Transport Agency in writing.

A repair certifier may only delegate the following tasks to recognised technicians:

a) wheel alignment measurement and recording

b) three-dimensional chassis measurement and recording

c) diagnostic reports on electronic parts, components and systems.

A repair certifier may approve a technician to perform the above tasks only after the repair certifier has ascertained that the person is fully capable of completing the task. Repair certifiers are responsible for the outcomes or consequences of any delegated task.

Repair certifiers must maintain a record of all recognised technicians that they have approved in accordance with any specifications in the **Performance review system** (PRS) manual that supports this manual.

11. Delegation of an inspection phase

A repair certifier may delegate a phase of the repair certification to another repair certifier when it is required by unusual circumstances. In such cases, the repair certifier must contact RepairCertNZ and supply details of the period during which delegation will take place and the name of the certifier to be delegated. If **RepairCertNZ** has any reason to think that this process may be being improperly used, it must notify the Transport Agency.

The certifier signing the LT308 retains responsibility for the entire repair and all its processes, including the delegated work.

The repair certification process consists of three phases:

1. Initial assessment and prescription of the repairs to be done.

2. Intermediate inspections of the repair in progress and prescription of any remedial work to make good any poor or misunderstood repairs.

3. Final inspection and sign-off on the LT308.

Delegation of phase 1 will not be permitted unless the repair certifier has applied to the Transport Agency for consideration on a case-by-case basis.

Where phase 2 is delegated, the delegated certifier must:

- inform the original certifier if they have been, or are about to be, suspended, revoked, or placed under mentoring
- approve the original instructions for the repair

- sign the LT308 for the interim inspection.

Under these circumstances, a delegated certifier will share the responsibility for any incorrect certification.

If the delegated certifier does not agree with any part of the repair specification, they must negotiate with the original certifier to agree on a repair specification that is acceptable to both, refuse the task, or in the absence of the original certifier, change the instruction to a higher repair specification.

Where phase 3 is delegated, the delegated certifier is responsible for the entire repair. If a repair certifier has concerns about this, they should seek advice from the Transport Agency.

3.1.2 Inspection and certification

1. Repair specialist inspection and certification (sections 6.5(1) and 6.5(4) of the Rule)

A repair certifier is required to inspect and certify a repaired vehicle as within safe tolerance of the manufacturer's specifications following significant damage or deterioration to its structure, chassis, body-to-chassis attachment, suspension or occupant protection system. Such inspection may extend beyond the inspection of the areas identified by the KSDP.

The inspection and certification of a vehicle must be carried out in accordance with the requirements and conditions imposed by the Transport Agency.

The Transport Agency's requirements and conditions are contained in this document and the Deed of Appointment.

2. Identifying damage on the LANDATA system

A repair certifier must add notes to a vehicle record that specify details of damage to the vehicle, regardless of whether an LT308 is completed.

Notes can only be entered if the vehicle has been presented for entry certification and a VIN has been assigned.

When entering vehicle notes, a repair certifier must:

a) enter notes with in 24 hours of inspection

b) enter specific details of the damaged areas

c) enter the certifier's ID and the date inspected.

For more information on entering notes go to the **Agent portal**.

2a. Unable to find LANDATA record

This should only occur if the vehicle has not been presented to an entry certifier. If the vehicle has not been presented to an entry certifier and:

- is new - **no record will exist**. Use the procedures in 2b below to get notes recorded
- is used - **a border inspection record should exist**. Contact the Transport Agency on 0800 804 580 to search for a border inspection record. If a record is not found advise the owner they will need to obtain a **border check exemption** (then use the procedures in 2b below to get notes recorded).

2b. Unable to key in the NOTES screen

This will occur when the vehicle has not been presented to an entry certifier and is:

- new
- used and has not had a border inspection
- used and has a manufacturer's OE VIN.

When you are unable to key notes, complete the **Repair certification - unable to enter notes** form. The notes will be keyed for you.

3. Determining compliance of a repaired vehicle (sections 6.5(5) and 11.1 of the Rule)

A specific aspect of a vehicle may be certified as meeting the requirements of the Rule if a repair certifier has identified the vehicle and has determined, on reasonable grounds, that the specific aspect:

a) has not compromised the structural integrity of the vehicle, or

b) has been repaired using components and materials that are fit for their purpose, and the vehicle is returned to within safe tolerance of its state when manufactured or modified, or

c) has been repaired in accordance with this document, or

d) has not suffered water damage to the extent that it is impractical for the repair certifier to certify the vehicle as safe to operate.

If the vehicle has been repaired before it entered New Zealand and the repair certifier cannot determine that the repair methods and parts used in the repair comply with the requirements of this manual, the repair certifier must record why he or she is prepared to certify the repair. This record should be supported as far as is practicable by documentation of tests and checks done on the repair and any components used.

4. Record of determination (section 6.6 of the Rule)

When a repair certifier has determined that a repaired vehicle complies with applicable requirements, the repair certifier must make a record of determination on the LT308 that the vehicle complies.

5. Supporting documents (section 6.7 of the Rule)

A repair certifier must keep all records concerned with the certification and must make them available upon request by the Transport Agency.

The records must be kept for a minimum of two years, and maintained in a retrievable form for a minimum of five years.

3.1.3 Re-inspection and re-certification (section 11.4 of the Rule)

If an LT308 has been issued to a vehicle as a result of an incorrect repair inspection and certification, the Transport Agency may require that a repair certifier:

a) repeat the inspection and certification of the vehicle

b) issue, if appropriate, an LT308

c) meet the re-inspection and re-certification costs of the activities undertaken under (a) and (b).

3.1.4 Performance review

1. The Transport Agency may monitor and review performance (section 3.1(1) of the Rule)

The Transport Agency may monitor and review the performance of a repair certifier, including the performance of inspection and certification activities.

The requirements and conditions are contained in this document, the Deed of Appointment and the Transport Agency **PRS: Light vehicle repair certification manual**.

2. Providing information to the Transport Agency (sections 3.1(2) and (3) of the Rule)

The NZTA may require a repair certifier to undergo such monitoring and review and to provide such information as the Transport Agency reasonably considers relevant. A repair certifier must comply with these requirements.

3. Costs of monitoring and review (section 3.1(4) of the Rule)

Repair certifiers must bear the costs of the monitoring and reviewing of their performance in accordance with any prescribed fee.

3.1.5 Investigations

1. Investigations (section 3.2(1) and 3.2(8) of the Rule)

If the Transport Agency has reason to believe that a repair certifier has failed to comply with any of the conditions of his or her appointment, the Transport Agency may require the repair certifier to undergo an investigation and to provide such information as the Transport Agency reasonably considers appropriate.

The repair certifier cannot refuse to undergo any investigation.

2. Notification of action (other than immediate suspension/imposing of conditions) (section 3.2(3) of the Rule)

Following an investigation and before carrying out action, the Transport Agency must notify the repair certifier in writing of:

a) the action that is being considered

b) the reason for the action that is being considered

c) the date by which submissions may be made to the Transport Agency in respect of the action that is being considered, which must be at least 21 days after the notice was given

d) the date on which the action that is being considered will take effect, where appropriate; this date must be at least 28 days after the notice was given, unless the Transport Agency determines otherwise.

3. Responding to a notification of action (section 3.2(5) of the Rule)

If a repair certifier is notified as above, they must ensure that they provide the Transport Agency with all information within the period specified in the notice.

4. NZTA must consider submissions (section 3.2(6) of the Rule)

The NZTA must consider the submissions and information supplied, and must:

a) decide whether or not to take the action that is being considered

b) as soon as is practicable, provide written notification to the repair certifier of:

i. the NZTA's decision

ii. if appropriate, the date on which the action is to take effect

iii. if appropriate, the right of appeal under section 106 of the **Land Transport Act 1998**.

5. Remedial action, suspension, revocation (sections 3.2(2) and 3.2(8) of the Rule)

If, following an investigation, the Transport Agency is satisfied that the repair certifier has failed to comply with any of the conditions of their appointment, the Transport Agency may do one or more of the following:

a) require that remedial action, such as undergoing training or mentoring, be undertaken by the repair certifier; the repair certifier cannot refuse to comply with the requirement

b) suspend the repair certifier for a specified period or until conditions are met

c) revoke the appointment of the repair certifier.

Schedule A of the Deed of Appointment specifies penalties for failure to comply with any of the conditions of the repair certifier's appointment.

6. Immediate suspension or imposing of conditions (section 3.3(1) of the Rule)

If the NZTA has reason to believe that a repair certifier has failed to comply with a condition of his or her appointment and that this presents a significant risk to land transport safety, the Transport Agency may suspend the appointment with immediate effect, or impose any conditions on the appointment of the repair certifier.

Schedule A of the Deed of Appointment specifies penalties for failure to comply with any of the conditions of the repair certifier's appointment.

7. Notification of immediate suspension or imposing of conditions (section 3.3(2) of the Rule)

When the NZTA suspends the appointment, or imposes conditions on the appointment, the Transport Agency must notify the repair certifier in writing of:

a) the grounds for the suspension or imposing of conditions

b) the fact that the inspector or organisation may make submissions to the Transport Agency

c) the right of appeal under section 106 of the **Land Transport Act 1998**.

8. NZTA must consider submissions following immediate suspension or imposition of conditions (section 3.3(3) of the Rule)

The NZTA must, as soon as is practicable, consider any submission made and notify the inspector or inspecting organisation in writing of the result of any such consideration.

9. Duration of immediate suspension or imposition of conditions (section 3.3(5) of the Rule)

A suspension or condition imposed remains in force until the Transport Agency has determined the action to be taken and that action has been taken.

10. Withdrawal of immediate suspension or imposition of conditions (section 3.3(4) of the Rule)

The NZTA may at any time withdraw a suspension or condition imposed.

11. Right of appeal against immediate suspension or imposition of conditions (section 3.3(6) of the Rule)

A repair certifier may appeal under section 106 of the **Land Transport Act 1998** against a decision by the Transport Agency to immediately suspend or impose conditions.

12. Costs of investigations (sections 3.2(7) and 3.2(8) of the Rule)

The NZTA may require a repair certifier to bear the costs associated with an investigation or remedial action in accordance with any prescribed fee. The repair certifier cannot refuse to pay the fee.

Page amended **21 August 2024** (see **amendment details**).

3-2 Disqualification from certification

A repair certifier must not inspect a vehicle in which he or she has a financial or professional interest such as:

a) the repair certifier owns the vehicle or is paying for the repairs, or

b) the repair certifier has been the primary repairer of the vehicle, or

c) the vehicle has been repaired by a person working for the same company as the repair certifier and at the same premises, unless written permission has been obtained from the Transport Agency for each vehicle certified, or

d) the repair certifier is the designer, manufacturer, supplier, installer, purchaser, owner or maintainer of items or products used in the vehicle being certified.

A repair certifier may certify a vehicle in which he or she has a limited financial interest. The meaning of this is as follows:

a) The repair certifier may carry out minor remedial work that is directly concerned with bringing the vehicle structure within safe tolerance of the manufacturer's specifications while the vehicle is being prepared for certification, after an initial attempt has been made to repair it by an independent party.

b) Financial interest is limited to $500 per vehicle inspected. This does not include any fees charged by the repair certifier as part of normal certification work. Applications to exceed this limit must be directed to the National Manager Vehicles.

c) A log of the remedial work and charges made must be retained and produced to an authorised Transport Agency representative on request.

A repair certifier must not inspect a vehicle if:

a) they do not hold a driver licence for that class of vehicle, and

b) they are required to drive it.

3-3 Establishing whether a vehicle must be repair certified

Important: **Technical bulletin 4: Threshold for requiring repair certifier inspection** explains the threshold requirements as set out for entry certifiers in New Zealand.

A vehicle must be inspected for light vehicle repair certification if:

a) it requires repair certification for entry or re-entry to service, and

b) it is a vehicle of one of the following classes:

LC, LD, LE1, LE2, MA, MB, MC, MD1, MD2, or NA (see **Table 3-4-1**), and

c) the vehicle shows any of the following conditions:

- evidence of corrosion in a structural part of the vehicle; this includes evidence of rust bleed
- corrosion perforation of any non-structural body panel of the vehicle
- corrosion perforation or any significant pitting of any subframe, steering, or suspension member, including their mounting points
- damage that affects the integrity of any bonded or welded seams or joints installed by the vehicle manufacturer
- underbody damage that has caused the splitting of seam welds, distortion of suspension members or mounting points, or tearing of metal structures
- denting or creasing on sill (rocker) panels or to a depth of more than 25mm
- denting or distortion to the folds or swages in the sill panel or structure of the inner or outer sill weld seam
- distortion to the longitudinal chassis rails so as to affect the front or rear crush zones or kick-up areas
- damage of a cross-member that may affect steering or suspension alignment
- distortion of a cross-member
- damage or distortion of any subframe that that may affect steering or suspension alignment
- cracking of the unitary body in areas affecting a safety component or system
- damage or deformation to a door intrusion beam that is required for the frontal impact occupant protection system
- a deployed airbag or seatbelt pre-tensioner
- there is evidence that repairs have been made to the structure or safety systems of the vehicle or the extent of the original damage is not evident
- there is evidence that the vehicle has suffered water damage.

Note **Technical bulletin 4** explains the threshold requirements as set out for entry certifiers in New Zealand.

Page amended **30 July 2025** (see **amendment details**)

3-4 Identifying the vehicle class

Since some decisions are made according to the class of the vehicle, the repair certifier must be able to identify the class of the vehicle to be inspected. Table 3-4-1 lists the vehicle classes.

Table 3-4-1. a) Vehicle equipment standards classifications

Class	Description
AA (Pedal cycle)	A vehicle designed to be propelled through a mechanism solely by human power.
AB (Power-assisted pedal cycle)	A pedal cycle to which is attached one or more auxiliary propulsion motors having a combined maximum power output not exceeding 300 watts.

LA (Moped with two wheels)*	A motor vehicle (other than a power-assisted pedal cycle) that:
	• has two wheels; and
	• either:
	  ○ has an engine cylinder capacity not exceeding 50ml and a maximum speed not exceeding 50km/h; or
	  ○ has a power source other than a piston engine and a maximum speed not exceeding 50km/h.

LB (Moped with three wheels)	A motor vehicle (other than a power-assisted pedal cycle) that:
	• has three wheels; and
	• either:
	  ○ has an engine cylinder capacity not exceeding 50ml and a maximum speed not exceeding 50km/h; or
	  ○ has a power source other than a piston engine and a maximum speed not exceeding 50km/h.
	An LB 1 motor vehicle has one wheel at the front and two wheels at the rear. An LB 2 motor vehicle has two wheels at the front and one wheel at the rear.

LC (Motorcycle)	A motor vehicle that:
	• has two wheels; and
	• either:
	  ○ has an engine cylinder capacity exceeding 50ml; or
	  ○ has a maximum speed exceeding 50km/h.

LD (Motorcycle and side-car)	A motor vehicle that:
	• has three wheels asymmetrically arranged in relation to the longitudinal median axis; and
	• either:
	  ○ has an engine cylinder capacity exceeding 50ml; or
	  ○ has a maximum speed exceeding 50km/h.

Class	Description
DEFINITION: **Side-car**	A car, box or other receptacle attached to the side of a motorcycle and supported by a wheel.

LE (Motor tri-cycle)	A motor vehicle that:
	
	• has three wheels symmetrically arranged in relation to the longitudinal median axis; and
	• has a gross vehicle mass not exceeding one tonne; and
	• either:
	  ○ has an engine cylinder capacity exceeding 50ml; or
	  ○ has a maximum speed exceeding 50km/h.
	
	An LE 1 motor vehicle has one wheel at the front and two wheels at the rear. An LE 2 motor vehicle has two wheels at the front and one wheel at the rear.

DEFINITION:
 	
Passenger vehicle
	A motor vehicle that:
	
	• is constructed primarily for the carriage of passengers; and
	• either:
	  ○ has at least four wheels; or
	  ○ has three wheels and a gross vehicle mass exceeding one tonne.

MA (Passenger car)	A passenger vehicle (other than a class MB or class MC vehicle) that has not more than nine seating positions (including the driver's seating position).
MB (Forward control passenger vehicle)	A passenger vehicle (other than a class MC vehicle): • that has not more than nine seating positions (including the driver's seating position); and • in which the centre of the steering wheel is in the forward quarter of the vehicle's total length.

Class	Description

MC (Off-road passenger vehicle)	A passenger vehicle, designed with special features for off-road operation, that has not more than nine seating positions (including the driver's seating position), and that:
	• has four-wheel drive; and
	• has at least four of the following characteristics when the vehicle is unladen on a level surface and the front wheels are parallel to the vehicle's longitudinal centre-line and the tyres are inflated to the vehicle manufacturer's recommended pressure:
	  ○ an approach angle of not less than 28 degrees;
	  ○ a breakover angle of not less than 14 degrees;
	  ○ a departure angle of not less than 20 degrees;
	  ○ a running clearance of not less than 200mm;
	  ○ a front-axle clearance, rear-axle clearance or suspension clearance of not less than 175mm.

DEFINITION: **Omnibus**	A passenger vehicle that has more than nine seating positions (including the driver's seating position). An omnibus comprising two or more non-separable but articulated units shall be considered as a single vehicle.
MD (Light omnibus)	An omnibus that has a gross vehicle mass not exceeding 5 tonnes.
MD 1	An omnibus that has a gross vehicle mass not exceeding 3.5 tonnes and not more than 12 seats.
MD 2	An omnibus that has a gross vehicle mass not exceeding 3.5 tonnes and more than 12 seats.
MD 3	An omnibus that has a gross vehicle mass exceeding 3.5 tonnes but not exceeding 4.5 tonnes.
MD 4	An omnibus that has a gross vehicle mass exceeding 4.5 tonnes but not exceeding 5 tonnes.
ME (Heavy omnibus)	An omnibus that has a gross vehicle mass exceeding 5 tonnes.

DEFINITION:
 	
Goods vehicle
	A motor vehicle that:
	• is constructed primarily for the carriage of goods; and
	• either:
	  ○ has at least four wheels; or
	  ○ has three wheels and a gross vehicle mass exceeding one tonne.

Class	Description
For the purpose of this description: • a vehicle that is constructed for both the carriage of goods and passengers shall be considered primarily for the carriage of goods if the number of seating positions multiplied by 68kg is less than 50 percent of the difference between the gross vehicle mass and the unladen mass • the equipment and installations carried on special purpose vehicles not designed for the carriage of passengers shall be considered to be goods • a goods vehicle that has two or more non-separable but articulated units shall be considered to be a single vehicle.	

Class	Description
NA (Light goods vehicle)	A goods vehicle that has a gross vehicle mass not exceeding 3.5 tonnes.
NB (Medium goods vehicle)	A goods vehicle that has a gross vehicle mass exceeding 3.5 tonnes but not exceeding 12 tonnes.
NC (Heavy goods vehicle)	A goods vehicle that has a gross vehicle mass exceeding 12 tonnes.
DEFINITION: **Trailer**	A vehicle without motive power that is constructed for the purpose of being drawn behind a motor vehicle.
TA (Very light trailer)	A single-axled trailer that has a gross vehicle mass not exceeding 0.75 tonnes.
TB (Light trailer)	A trailer (other than a class TA trailer) that has a gross vehicle mass not exceeding 3.5 tonnes.
TC (Medium trailer)	A trailer that has a gross vehicle mass exceeding 3.5 tonnes but not exceeding 10 tonnes.
TD (Heavy trailer)	A trailer that has a gross vehicle mass exceeding 10 tonnes.

b) Registration classification

Classification	Description
Moped	means a motor vehicle running on 2 or 3 wheels that is fitted with a motor having a power output not exceeding 2 kilowatts and is designed to be ridden at a speed not exceeding 50km/h under normal conditions of use.
Motorcar	means a motor vehicle (other than a motorcycle or moped) designed exclusively or principally for the carriage of persons not exceeding 9 in number inclusive of the driver; and includes a motor vehicle which is designed principally for the carriage of passengers but which has rear doors and collapsible rear seats.
Motorcycle	means a motor vehicle running on 2 wheels, or not more than 3 wheels when fitted with a sidecar; and includes any vehicle with motorcycle controls declared by the Chief Executive for the Ministry of Transport to be a motorcycle; but does not include a moped.

3-5 Repair instructions

The repairer certifier must issue written instructions specifying the repairs to be performed in order for the vehicle to be certified.

The repair certifier and the repairer must take into account manufacturer's instructions where available, including specifications, measurements, tolerances, materials, methods and procedures. It is the repair certifier's responsibility to justify any departure from the manufacturer's instructions.

If the manufacturer's instructions are not available, the repair certifier and the repairer must take into account the instructions of a recognised repair research organisation relevant to the vehicle type, such as R-Car, I-Car, or Thatcham. In this case it is the repair certifier's responsibility to justify any departure from these instructions.

The certifier may certify repairs where no proof of the methods and parts used can be obtained, if he or she determines, on reasonable grounds, that the repairs have returned the vehicle to safe tolerance of its condition when manufactured or modified.

It is the repair certifier's responsibility to ensure that a repair on a vehicle manufactured post-1 January 1990 has been carried out in accordance with the repair instructions that have been issued. This means that the repairer of the vehicle has supplied evidence to the certifier of the following items:

- Relevant industry qualifications (National Certificate in panel beating or another qualification considered to be the equivalent by the NZQA)
- Proof of recognized ongoing industry training (I-CAR, Thatcham, manufacturer courses, etc)
- Current welding certificates (AS/NZS 1554), qualified welding certificate, or I-CAR welding certificate to carry out welding repairs to the appropriate standard
- Relevant welding equipment
- Vehicle hoist and sufficient suitable lighting
- Calibrated three-dimensional measuring or jig-alignment system
- Up-to-date chassis and measuring training certificates and data sheets
- Workshop equipment appropriate to carry out quality repairs.
- Occupational Safety and Health requirements, and any other relevant Acts, regulations, and local bylaws.

See also:

3-10 Evidence of repair and inspection process

5: Inspection premises and equipment

3-6 Establishing whether the vehicle complies

The following steps must be taken in determining vehicle compliance:

1. Examine the vehicle in a suitable state in suitable premises to determine the level and extent of damage or corrosion, or the extent and condition of repairs that have been carried out.

2. Select the relevant sections from the technical pages of this manual that relate to each structure or component that has been repaired or damaged.

3. Inspect the vehicle and documentation against the requirements listed in those sections.

4. If any of the listed reasons for rejection apply to the vehicle, the repair certifier must reject the vehicle for certification.

5. If the repair certifier requires further information in order to determine compliance with the requirements, they must reject the vehicle until the information has been obtained.

3-7 Record of certification (section 6.6 of the Rule)

1. The repair certifier must complete an LT307 or LT308 for any vehicle inspected (as applicable) .

2. The repair certifier must retain the top copy of the LT307 or LT308 (as applicable) .

3. The repair certifier must provide one copy of the LT307 or LT308 (usually the carbon copy) to the owner of the vehicle (as applicable) .

4. The repair certifier must hold all documentary evidence as required by the technical pages of this manual.

3-8 Collecting fees

The Land Transport (Certification and Other Fees) Regulations 1999, Regulations 5 and 8 stipulate that the fee that may be charged by a repair certifier for the certification of a vehicle is an amount determined by the individual repair certifier having regard to:

a) the time spent in inspecting the vehicle to ascertain whether it complies with the relevant requirements

b) any fees payable to the Transport Agency

c) any standard or usual rate at which the repair certifier charges for other work carried out in respect of motor vehicles.

Customers should be encouraged to direct any complaints to the repair certifier in the first instance.

To ensure that all written complaints are investigated, the repair certifier must maintain an effective complaints management process, which must provide:

a) a clear and concise statement that recognises the positive value of complaints

b) clear and concise instructions to all customers on how to register a complaint; this can be accomplished in several ways, for example:

i. a conspicuous notice on the work place wall, or

ii. a clear statement on any receipt or invoice issued, or

iii. a clear statement on the repair certifier's checksheet

c) a straightforward explanation of the expected standards for resolution and the customer's right to appeal to the NZTA if they are dissatisfied with the proposed resolution

d) full documentation of each complaint processed, in accordance with the Transport Agency **PRS manual**, to enable subsequent investigation

e) acknowledgement in writing within three working days of any written complaint

f) a proposed resolution to the complainant within 20 working days of the complaint being made

g) a record of each complaint, whether verbal or written, in accordance with the Transport Agency **PRS manual**

h) a clear direction to the Transport Agency freephone (0800 699 000) if a customer wishes to make a complaint or appeal a decision made by an inspecting organisation.

The repair certifier must ensure that the premises used for the inspection and certification of repairs comply with the applicable requirements in this section.

3-9 Vehicle quarantine

A repair certifier may operate a quarantine system for vehicles which they are undertaking the repair certification of. The quarantine period can be up to a maximum of 180 calendar days or 100km, whichever is the lesser, and will start from the entry certifier's first inspection date and milage as recorded on the check sheet.

The repair certifier must meet the following requirements in order to quarantine a vehicle:

- The vehicle must not be driven or removed from the nominated quarantine site unless for the purposes of repair certification. The maximum distance allowable while in quarantine is **100km** from the mileage recorded on the check sheet. If this mileage distance is exceeded the vehicle must be referred to the KSDP for full entry level inspection.
- Details relating to any vehicle that is quarantined must be recorded on LANDATA by the repair certifier in the vehicle notes screen **including mileage, the dates when the vehicle entered quarantine, and the location of the quarantine**.
- The vehicle must be placed into repair certification quarantine within the 21 working days recheck period from the date recorded on the check sheet.

If these requirements are not followed – the vehicle is deemed to have not entered quarantine.

Page amended **21 August 2024** (see **amendment details**).

3-10 Evidence of repair and inspection process

NZTA requires repair certifiers to ensure, in every case, that the record for each individual vehicle contains evidence of the things the repair certifier considers when determining the compliance of a vehicle.

There are generally two types of evidence that can support a proper inspection and certification process:

- **Primary evidence:** the evidence available from a physical inspection of the vehicle and relevant documents
- **Secondary evidence:** other evidence that is relevant to the quality of repairs and state of the vehicle as presented for inspection, including the repairer's:
  - qualifications and experience
  - industry or manufacturer approvals
  - premises
  - specialist equipment.

Primary evidence

Physical inspection

In order to obtain appropriate evidence of compliance, all vehicles must be inspected in suitable premises, using appropriate equipment. **Introduction section 5.1** of the VIRM sets out the requirements for the premises and equipment used by repair certifiers when inspecting vehicles.

Documents

If the inspection and certification of a vehicle includes reliance on documents to prove compliance, the repair certifier must retain on the vehicle file a copy of the document, or the relevant extract of it. This may be a photocopy, photograph, electronic file, or any other method of storage that ensures that the integrity of the information remains unaltered and that the information is readily accessible for subsequent reference.

When considering whether or not to take a document into account, repair certifiers must consider any matters that indicate that the document is not genuine or has been altered in any material way. Altered or forged documents must not be accepted.

Secondary evidence

There is a wide range of relevant evidence available to a repair certifier which may be used to establish if they have ‘reasonable grounds’ to determine that a vehicle complies. The following questions must be considered by a repair certifier:

The person who carried out the repair

- Who is the employer (if any)?
- What qualifications are held? Where relevant, this includes welding qualifications, I-CAR courses or similar.
- How much experience does the repairer have with the type of repair?
- Is the company a member of an appropriate trade association?
- Is the person, or their employer, approved by the relevant manufacturer?

The premises and equipment used

- Do the premises have adequate facilities for the type of repair?
- Has appropriate equipment been used, including any specialist equipment supplied by manufacturers for the type of repair?

Manufacturer’s recommendations

- Does the manufacturer have any recommendations, and have they been followed?
- Does the manufacturer recommend that the type of repair not be carried out?

Making a determination

A repair certifier must consider all relevant information available, placing the greatest weight on the primary evidence.

Where there is a lack of primary evidence, or where a repair certifier is unsure, he or she should consider any secondary evidence which is available.

For example:

- where it is not possible to determine compliance solely from an inspection of the vehicle, a repair certifier may consider whether the documentary evidence is sufficient to make a determination
- where it is not possible to determine compliance from an inspection of the vehicle and available documents, a repair certifier may consider that the weight of secondary evidence provides sufficient proof and comfort that the correct determination can be made.

Recording the decision

In all cases a repair certifier must record the decision made, including the evidence they relied on.

Inspection process: initial, intermediate and final inspections

The repair certification process consists of three phases and must begin before repairs are carried out:

1. Initial assessment and prescription of the repairs to be done.
2. Intermediate inspections of the repair in progress and prescription of any further remedial work. Also, to rectify any misunderstanding in the repair process or unsatisfactory repairs.
3. Final inspection and issue of LT308.

1. Initial assessment and prescription of the repairs to be done

During the initial assessment, photographs of damage must be taken which clearly show the extent of all of the damage to the vehicle. If the vehicle has come from Australia with a Person Properties Security Register (PPSR), all of the damage noted on the PPSR must be addressed and photographed.

Repair certifiers should make all efforts to obtain photographs, where possible, of the vehicle before it is stripped. The initial photographs can be taken after exterior panels have been removed but must be taken before repairs have been started. It is recommended that any border inspection photos are added to the file, and any photos from auction houses (eg Turners, Manheim, Pickles) or insurers if available.

At this point of the inspection clear details of the required repair process must be recorded in writing and be given to the repairer (yellow copy of the LT308) **before** the repair commences.

The process must prescribe the actions required, including such things as welding or bonding processes, etc.

Note 1

The repair process can be written on the LT308 or other document (eg a RepairCertNZ-developed form).

A copy must be held on the vehicle file.

Repair processes and instructions must not be written on the glazing of the vehicle or similar, sent by text or messaging, or be verbal.

Manufacturer’s instructions or Thatcham methods must be followed unless they are not available for the particular situation. If not, other recognised repair research organisation procedures should be utilised. Only when the repair is not covered by any of these can ‘best industry practice’ be used and it is the repair certifiers responsibility to justify their repair methodology.

Any departure from the specifications (including departure from manufacturer’s or Thatcham recommendations) must be approved by the repair certifier and be recorded on the LT308 repair schedule.

If the repair certifier inspects a vehicle they believe is uneconomic to repair they must add notes in LANDATA stating such.

2. Intermediate inspections of the repair in progress and prescription of any further remedial work. Also, to rectify any misunderstanding in the repair process or unsatisfactory repairs

Photographs at this stage need to clearly show any internal structural repair prior to the external panels being replaced that would cover the structural repair process from being observed. It is also recommended photographs of products used in the repair, components, specialist glues, rivets, etc are taken.

Any rectification or remedial work needs to be identified and advice given to the repairer in writing and a copy held on the vehicle file.

In some cases, the repair may require multiple vehicle inspections and photographs taken at different stages. This will ensure the appropriate repair standards have been followed.

3. Final Inspection and issue of LT308

Ensure all required documentation is available and relates to the vehicle being certified. The repair certifier must take final photographs of the completed repaired vehicle.

Information required to be held on the vehicle file may include (note, this is a guide only and not an exhaustive list. Other information may be required), such as:

- invoices for parts replaced
- auction house receipts, including photos
- trammel measurement/3D chassis measurement
- wheel alignment report
- evidence of inspection and/or calibration of ABS/SRS/ADAS
- donor vehicle details including identification, photos, sales/purchase receipts (evidence components that are used in the repair are like for like)
- evidence of the repair process used.

When a repair certifier has determined that a repaired vehicle complies with applicable requirements, the repair certifier must make a record of determination on the LT308 that the vehicle complies.

A file must be created and maintained for each vehicle a Repair Certifier inspects.

A repair certifier must ‘determine on reasonable grounds’ that a repair complies with requirements.

If the vehicle has been repaired before it entered New Zealand and the repair certifier cannot determine that the repair methods and parts used in the repair comply with the requirements of this manual, the repair certifier must record why they are prepared to certify the repair. This record should be supported as far as is practicable by documentation of tests and checks done on the repair and any components used.

Page added **1 August 2020** (see **amendment details**).

Page updated 10 July 2023 (see **update details**).

3-11 Repairer register

A repair certifier must create and maintain a repairer register of all repairers of vehicles inspected and certified by that repair certifier. The register must include all types of repairer including any person to whom a task is delegated, approved technicians, wheel alignment and auto-electrical services.

The register must contain a profile, including:

- company name and address
- details of facilities at its premises
- details of specialist equipment
- manufacturer approval(s)
- trade association membership(s)
- relevant qualifications of employees who carry out repairs
- evidence of compliance with relevant trade or safety standards

- evidence of technical expertise for any delegated tasks
- details of delegated tasks (if any).

The repair certifier should refer to **Technical bulletin 8: Repairer categories, capabilities and requirements** for guidance on repairer, repair technician, premises, and equipment requirements.

Page added **1 August 2020** (see **amendment details**)

3-12 Repair shop profile

A repair certifier must have the repairers shop profile on their register before issuing any work instructions or carrying out any activities at the premises. A repair shop profile should include:

- the name, address and contact details of the repair shop
- a list of staff and their qualifications
- equipment on hand to undertake repair work
- the repair category that the repair certifier has determined the repair shop site in.

The repair certifier should refer to **Technical bulletin 8: Repairer categories, capabilities and requirements** for guidance on repairer, repair technician, premises, and equipment requirements to determine the repair category.

Page added **1 August 2020** (see **amendment details**)

4 Complaints

Customers should be encouraged to direct any complaints to the repair certifier in the first instance.

To ensure that all written complaints are investigated, the repair certifier must maintain an effective complaints management process, which must provide:

a) a clear and concise statement that recognises the positive value of complaints

b) clear and concise instructions to all customers on how to register a complaint; this can be accomplished in several ways, for example:

i. a conspicuous notice on the work place wall, or

ii. a clear statement on any receipt or invoice issued, or

iii. a clear statement on the repair certifier's checksheet

c) a straightforward explanation of the expected standards for resolution and the customer's right to appeal to the NZTA if they are dissatisfied with the proposed resolution

d) full documentation of each complaint processed, in accordance with the NZTA PRS manual, to enable subsequent investigation

e) acknowledgement in writing within three working days of any written complaint

f) a proposed resolution to the complainant within 20 working days of the complaint being made

g) a record of each complaint, whether verbal or written, in accordance with the NZTA PRS manual

h) a clear direction to the NZTA freephone (0800 699 000) if a customer wishes to make a complaint or appeal a decision made by an inspecting organisation.

The repair certifier must ensure that the premises used for the inspection and certification of repairs comply with the applicable requirements in this section.

5 Inspection premises and equipment

5.1 Premises and equipment specifications

1. The repair certifier must carry out inspection and certification of repairs in an inspection area that:

    a) enables a safe and thorough inspection

    b) is situated within a building that has a roof, sides and door made of permanent building materials, and

        i. is of sufficient dimensions, including doorway and access-way, to enable the efficient and thorough inspection of any vehicle

        ii. is on ground that is constructed of a material that will remain firm in all weather conditions

        iii. is on ground that is even and level (the ground will be considered level when it can be demonstrated that a vehicle will remain stationary with all brakes released)

        iv. is sufficiently clear of structural and equipment intrusions (other than those necessary for the inspection and repair process) to enable the efficient and thorough inspection of any vehicle being certified

        v. is provided with sufficient lighting to enable good visibility of the vehicle being certified and the equipment used in the inspection process.

2. The inspection area must provide the following equipment for the repair certifier (or delegate) to use as required:

    a) an inspection hoist that enables the efficient and thorough close visual inspection of the complete vehicle underbody

    b) an industrial-quality, hand-held inspection lamp

    c) a hand tool selection

    d) a trammel bar

    e) currently calibrated four-wheel alignment measuring equipment and data sheets

    f) currently calibrated three-dimensional chassis measuring equipment and data sheets

    g) an endoscope capable of showing a clear picture in colour (effective from **1 January 2014**)

    h) for motorcycle equipment see **Technical bulletin 8: Repairer categories, capabilities and requirements**.

5.2 Compliance with statutory requirements

It is the repair certifier's responsibility to ensure that the premises and equipment comply, as they apply to the repair certifier or their business, with:

- occupational safety and health requirements
- any other relevant acts, regulations and local bylaws.

Page amended **1 April 2021** (see **amendment details**).

6 Appointments

If you're interested in becoming a repair certifier, refer to the RepairCert NZ website for more information.

Become a repair certifier (RepairCert NZ)

7 Sample certification documents

Figure 1. **LT307 No repair certification required declaration**

NZ TRANSPORT AGENCY WAKA KOTAHI

No Repair Certification Required Declaration – Light Vehicle

Serial Number XXXXXX

Vehicle Details

Make

Model

Chassis

VIN

Colour

Odometer reading

Repair Certifier Statement

I have inspected, in accordance with my appointment as Inspector under *Land Transport Rule: Vehicle Standards Compliance 2002*, the vehicle described in this report.

The vehicle has been inspected by me and I confirm that no *Light Vehicle Repair Record of Certification (LT308)* is required for this vehicle. The damage to the vehicle is cosmetic and I am satisfied that the vehicle can be Entry certified without repair to the vehicle structure.

Repair certifier name and phone number

Repair Certifier's ID

Signature

Date

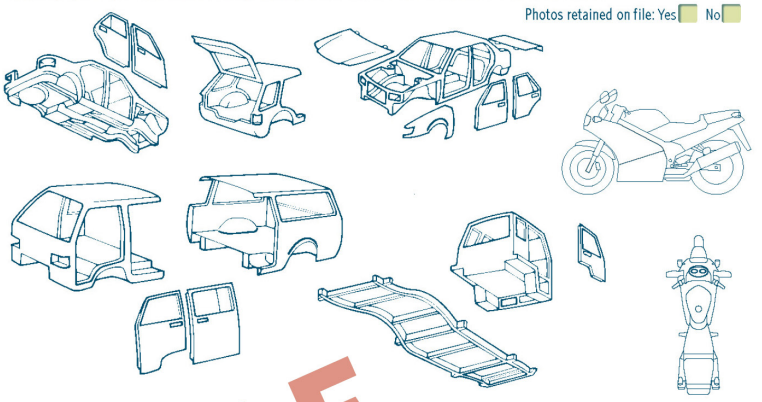
Vehicle Condition Statement

State clearly why the vehicle does not require repair certification. You must clearly reference and use similar wording to the *VIRM: Light vehicle repair certification – Technical bulletin 4: Threshold for requiring repair certification.*

Please indicate previous repair, corrosion or damage

For audit purposes, please indicate the area(s) where you have carried out assessment if not the entire vehicle.

Photos retained on file: Yes ☐ No ☐



New Zealand Government

Issue Number 1 – Page 1

Repair Certifier Copy

LT307 08/14

NZ TRANSPORT AGENCY WAKA KOTAHI

No Repair Certification Required Declaration – Light Vehicle

Serial Number XXXXXX

Vehicle Details

Make

Model

Chassis

VIN

Colour

Odometer reading

Repair Certifier Statement

I have inspected, in accordance with my appointment as Inspector under *Land Transport Rule: Vehicle Standards Compliance 2002*, the vehicle described in this report.

The vehicle has been inspected by me and I confirm that no *Light Vehicle Repair Record of Certification (LT308)* is required for this vehicle. The damage to the vehicle is cosmetic and I am satisfied that the vehicle can be Entry certified without repair to the vehicle structure.

Repair certifier name and phone number

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Signature

Date

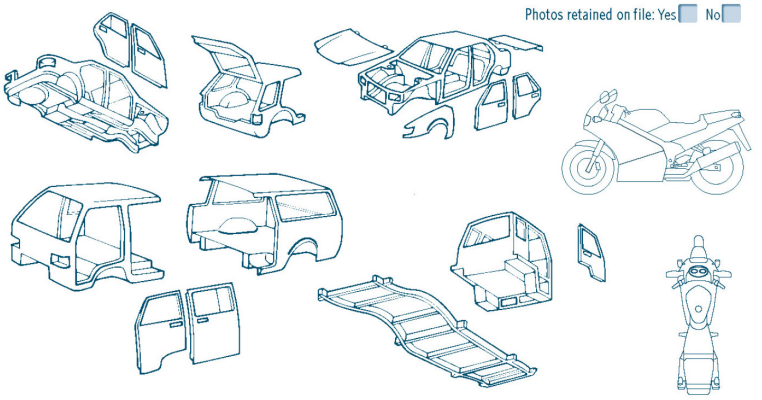
Vehicle Condition Statement

State clearly why the vehicle does not require repair certification. You must clearly reference and use similar wording to the *VIRM: Light vehicle repair certification – Technical bulletin 4: Threshold for requiring repair certification.*

Please indicate previous repair, corrosion or damage

For audit purposes, please indicate the area(s) where you have carried out assessment if not the entire vehicle.

Photos retained on file: Yes ☐ No ☐



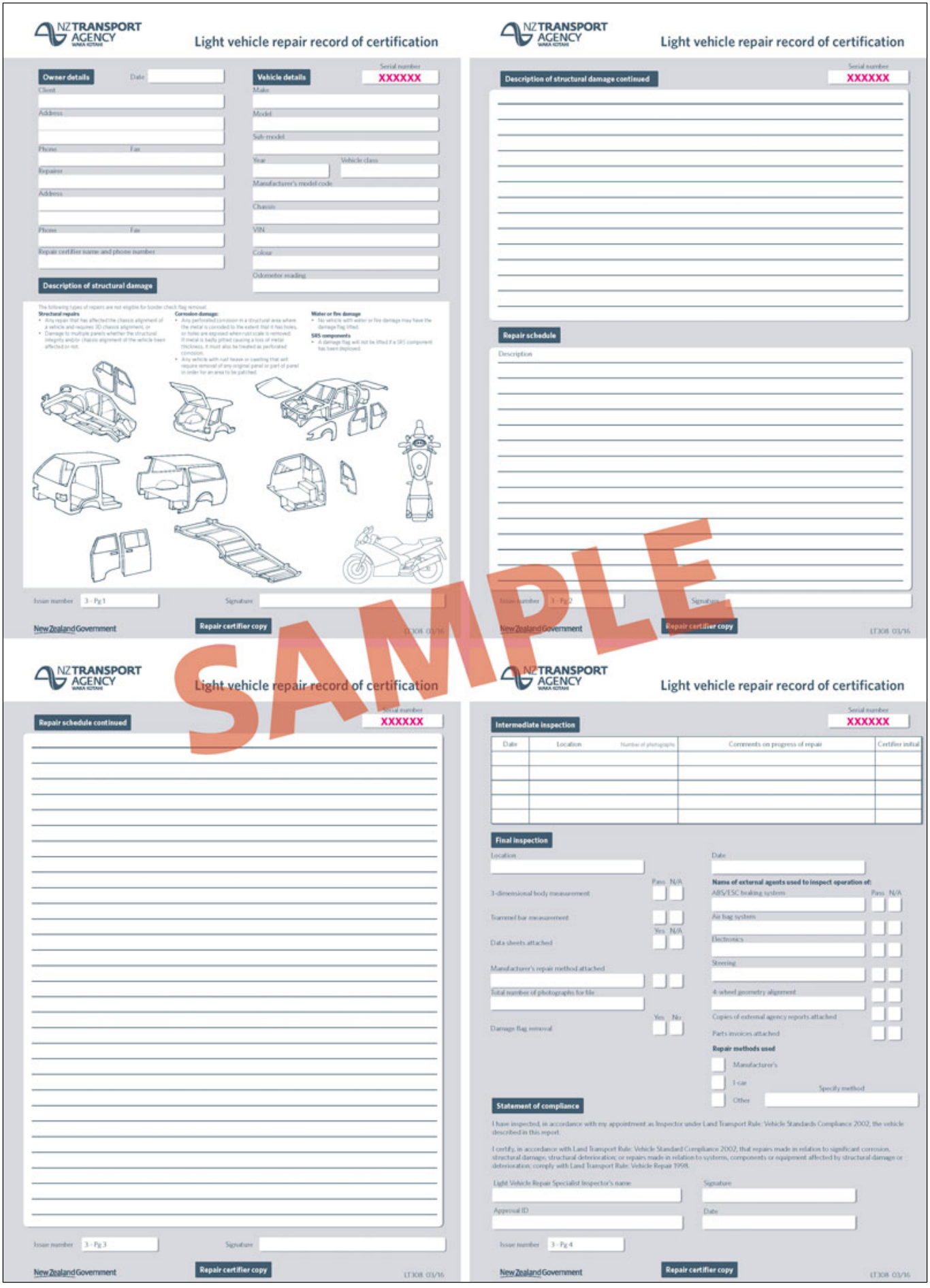
New Zealand Government

Issue Number 1 – Page 2

Customer Copy

LT307 08/14

Figure 2. LT308 Light vehicle repair record of certification



NZ TRANSPORT AGENCY WAKA KOTAHI

Light vehicle repair record of certification

Owner details

Date

Client

Address

Phone Fax

Repairer

Address

Phone Fax

Repair certifier name and phone number

Vehicle details

Serial number XXXXXX

Make

Model

Sub-model

Year Vehicle class

Manufacturer's model code

Chassis

VIN

Colour

Odometer reading

Description of structural damage

The following types of repairs are not eligible for border check flag removal:

Structural repairs

- Any repair that has affected the chassis alignment of a vehicle and requires 3D chassis alignment, or
- Damage to multiple panels whether the structural integrity and/or chassis alignment of the vehicle been affected or not.

Corrosion damage:

- Any perforated corrosion in a structural area where the metal is corroded to the extent that it has holes, or holes are exposed when rust scale is removed. If metal is badly pitted causing a loss of metal thickness, it must also be treated as perforated corrosion.
- Any vehicle with rust heave or swelling that will require removal of any original panel or part of panel in order for an area to be patched.

Water or fire damage

- No vehicle with water or fire damage may have the damage flag lifted.

SRS components

- A damage flag will not be lifted if a SRS component has been deployed.

Issue number 3 - Pg 1

Signature

New Zealand Government

Repair certifier copy

LT308 03/16

NZ TRANSPORT AGENCY WAKA KOTAHI

Light vehicle repair record of certification

Description of structural damage continued

Serial number XXXXXX

Repair schedule

Description

Issue number 3 - Pg 2

Signature

New Zealand Government

Repair certifier copy

LT308 03/16

NZ TRANSPORT AGENCY WAKA KOTAHI

Light vehicle repair record of certification

Repair schedule continued

Serial number XXXXXX

Issue number 3 - Pg 3

Signature

New Zealand Government

Repair certifier copy

LT308 03/16

NZ TRANSPORT AGENCY WAKA KOTAHI

Light vehicle repair record of certification

Intermediate inspection

Serial number XXXXXX

Date	Location	Number of photographs	Comments on progress of repair	Certifier initial

Final inspection

Location

Date

Pass N/A

3-dimensional body measurement

Trammel bar measurement

Yes N/A

Data sheets attached

Manufacturer's repair method attached

Total number of photographs for file

Yes No

Damage flag removal

Name of external agents used to inspect operation of:

ABS/ESC braking system — Pass N/A

Air bag system

Electronics

Steering

4-wheel geometry alignment

Copies of external agency reports attached

Parts invoices attached

Repair methods used

- Manufacturer's
- I-car
- Other — Specify method

Statement of compliance

I have inspected, in accordance with my appointment as Inspector under Land Transport Rule: Vehicle Standards Compliance 2002, the vehicle described in this report.

I certify, in accordance with Land Transport Rule: Vehicle Standard Compliance 2002, that repairs made in relation to significant corrosion, structural damage, structural deterioration; or repairs made in relation to systems, components or equipment affected by structural damage or deterioration; comply with Land Transport Rule: Vehicle Repair 1998.

Light Vehicle Repair Specialist Inspector's name

Signature

Approval ID

Date

Issue number 3 - Pg 4

New Zealand Government

Repair certifier copy

LT308 03/16

SAMPLE

Page amended **1 September 2016** (see **amendment details**).

8 Definitions and abbreviations

Applicable requirement	means any requirement specified or incorporated in an Act, regulation, code or rule that applies to the design, construction, condition, equipment, modification, repair or maintenance of a specific vehicle.
Approved vehicle standard	means a vehicle standard with which a vehicle is required to comply by an applicable requirement.
Certify	means in relation to a vehicle, or specific aspect of a vehicle, to make a record of determination under section 6.6(1)(a) or 7.6(1)(a) of the Rule that confirms that the vehicle inspector or inspecting organisation has determined that the vehicle or specific aspect of the vehicle complies with the applicable requirements.
Class	in relation to vehicles, means a category of vehicle of one of the groups A, L, M, N, and T, as specified in Table 1 in **section 3.4** of this introduction.
Compliance label	means an attachment to the vehicle in the form of a label that confirms compliance with applicable requirements.
CRA	means Collision Repair Association
De-registered	means that a vehicle's New Zealand registration has been cancelled in accordance with **Part 17 of the Land Transport Act 1998**.
Enter service	in relation to a vehicle, means to begin to be operated in service on the road in New Zealand for the first time in compliance with registration requirements of **Part 17 of the Land Transport Act 1998**.
Inspection and certification	means the performance of two or more of the following, for the purposes of determining compliance with applicable requirements: • examining vehicles • determining whether or not a vehicle or specific aspect of a vehicle complies with applicable requirements • issuing evidence of vehicle inspection • recording and making available information about vehicles (including their systems, components, devices, fittings and equipment).
Inspection and certification document	means a document required, produced or issued in the inspection and certification process, including a plate, a label, an electronic record and a check sheet.

Inspection and certification outcome	in relation to a vehicle, means: • production of a record of determination as appropriate to the inspection and certification activity, or • provision of other records and information about the vehicle to the NZTA or other persons, or • production of evidence of vehicle inspection.
Inspecting organisation	means an organisation appointed under section 2.2 of the Rule which is responsible for inspection and certification outcomes. A repair certifier is an inspecting organisation and a vehicle inspector.
KSDP	means key service delivery partner. They are defined as organisations that are contracted or appointed by the Transport Agency to deliver regulatory products or services and who have sufficient market share and/or are of sufficient size and standing within an industry segment to be able to represent and influence the customer expectation of that industry segment.
Land Transport document	has the meaning stated in the **Land Transport Act 1998**.
Manufacturer's operating limits	means: • in relation to a motor vehicle, the allowance provided by the vehicle manufacturer in terms of performance capability and dimensions, relative to deterioration, malfunction or damage beyond which the safe performance of the vehicle, as defined by the vehicle manufacturer, is compromised • in relation to a system, component or item of equipment, incorporated in or attached to a vehicle, the allowance provided by the system, component or equipment manufacturer in terms of performance capability and dimensions, relative to the deterioration, malfunction or damage, beyond which the safe performance of the system, component or item of equipment (and consequently the vehicle) is compromised.
Modify	in relation to a vehicle, means to change the vehicle from its original state by altering, substituting, adding or removing any structure, system, component or equipment, but does not include repair.

Motor vehicle	means a vehicle drawn or propelled by mechanical power, including its structure, systems, components and equipment; it includes a trailer, but does not include: • a vehicle running on rails • an invalid carriage • a trailer (other than a trailer designed solely for the carriage of goods) that is designed and used exclusively as part of the armament of the New Zealand Defence Force • a trailer running on one wheel and designed exclusively as a speed measuring device or for testing the wear of vehicle tyres • a vehicle designed for amusement purposes and used exclusively within a place of recreation, amusement or entertainment to which the public does not have access with motor vehicles • a pedestrian-controlled machine
MTA	mean Motor Trade Association
NZTA	means **NZ Transport Agency Waka Kotahi**
RCA	means Repair Certifiers Association
Record of determination	means a record, in paper or electronic form, that a vehicle or specific aspect of a vehicle complies or does not comply with applicable requirements
Re-enter service	in relation to a vehicle previously certified for entry into service on the road in New Zealand and that has been deregistered, means to begin to be operated in-service again
Registered	in relation to a vehicle, means registered under **Part 17 of the Land Transport Act 1998**
Registration number	means the combination of numbers or letters, or numbers and letters on a registration plate, issued under **Part 17 of the Land Transport Act 1998**.
Repair	in relation to a vehicle, means to restore a damaged or worn vehicle, its structure, systems, components or equipment; it includes the replacement of damaged or worn structures, systems, components and equipment with equivalent undamaged or new structures, systems, components and equipment.
Repair certifier	means a person appointed by NZTA to undertake and be responsible for the repair certification process as set out in the VIRM.
Repairers	means repair businesses and workshops in New Zealand who undertake structural and other repairs to motor vehicles.
Safe tolerance	means the tolerance within which the safe performance of the vehicle, its structure, systems, components or equipment is not compromised, having regard to any manufacturer's operating limits.

Specialist inspection and certification	means inspection and certification of a specific aspect of a vehicle.
Statement of compliance	means a statement in a format specified by the NZTA confirming that a vehicle or component complied with one or more approved vehicle standards when manufactured or modified.
Vehicle Identification Number (VIN)	means a group of letters and numbers consisting of 17 characters that is: • affixed to a vehicle in accordance with the relevant standard prescribed under Regulation 90V of the Traffic Regulations 1976, and • capable of being decoded to provide identifying information about that vehicle.
Vehicle inspector	means a person appointed under section 2.2 of the Rule to carry out inspection and certification activities in accordance with the requirements and conditions imposed by the NZTA.
Vehicle standard	means a technical specification with which a vehicle, its structure, systems, components or equipment must comply, and which is adopted by: • the New Zealand Standards Council; or • any international, national or regional organisation with functions similar to those of the New Zealand Standards Council.
Warrant of Fitness	means evidence of vehicle inspection, issued under sections 6.8(b) or 7.9(b) or 7.9(c) of the Rule to a vehicle in sections 7.9(b) or 7.9(c) of the Rule.
Water damage	in relation to a vehicle, means damage to a vehicle's critical safety system as a result of exposure to water.

Page amended **1 August 2020** (see **amendment details**)