

## **Introduction**

**1 Purpose and scope**

**2 Overview of the manual**

**3 Inspection and certification process**

**4 Complaints**

**5 Inspection premises and equipment**

**6 Appointments**

**7 Definitions and abbreviations**

**8 Sample certification documents**

# 3 Inspection and certification process

**3-1 Duties and responsibilities**

**3-2 Identifying the vehicle class**

**3-3 Establishing whether the vehicle requires a WoF or CoF**

**3-4 Establishing whether the vehicle may be inspected for a WoF or CoF**

**3-5 Establishing whether the vehicle complies**

**3-6 Checksheets**

**3-7 Recording the inspection outcome ('determination')**

**3-8 Issuing the WoF or CoF label - 'evidence of vehicle inspection' - or temporary permit**

**3-9 Collecting fees**

**3-10 Operating a vehicle without a current WoF or CoF**

**3-11 Rechecks**

# 4 Complaints

## • Technical information

**Customers should be encouraged to direct any complaints to the inspecting organisation in the first instance.**

To ensure all written complaints received are investigated, the inspecting organisation must maintain an effective complaint management process, which must meet the following requirements:

1. a clear and concise statement that recognises the positive value of complaints
2. clear and concise instructions to all customers on how to register a complaint. This can be accomplished in several ways, for example:
  - a) a conspicuous notice on the workplace wall, or
  - b) a clear statement on any receipt or invoice issued, or
  - c) a clear statement on the inspecting organisation's checksheet
3. 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
4. documentation of any investigation into a complaint prepared in accordance with the **QMS requirements** so that details of the investigation can be readily checked
5. acknowledgment of all written complaints in writing within three working days, and the investigation completed and a resolution proposed to the complainant within 20 working days of the complaint being made
6. a record of all complaints, both verbal and written, in accordance with the **QMS requirements**
7. directions for any customer who wishes to make a complaint or appeal a decision made by an inspecting organisation to contact the NZTA Helpdesk (0800 699 000).

## **Dealing with disputed failed CoF inspections for vehicles subject to the Operator Rating System (ORS)**

Where the operator of a vehicle subject to ORS queries a failed inspection, please follow the *Operator issue resolution process – disputed failed inspections* in **section 3-9-3 of the LATIS manual** (password required).

Vehicle operators may be referred to the **Transport Agency website for more information** about querying failed CoF inspection results.

# Overview table and images

## certification plates

LVV certification plate in use up to November 1993

LVV certification plate in use between November 1993 and May 1994

LVV certification plate in use from May 1994

LVV certification plate in use up to 2007

LVV certification plate in 2007 to 2014

LVV certification plate in use 2014-2018

LVV certification plate in use from 2018

## WOF FACTS NUMBERS

Below are dates & phone numbers that you need to know.

1. 1-1-1990 - High stop light- MA class only
2. 1-11-1990 - Dual-circuit servicebrake.
3. 1-4-1994 - Vin Plate
4. 1-1-1992 - Wiper Washer
5. 1-3-1999 - Frontal impact rule for MA class vehicle.
6. 1-10-2002 -All wheels have the same construction for MA, MB, MD1, and NA.
7. 1-10-2003 -Frontal Impact rule for MBand
8. 1-1-1978-Must be fitted with 1 or 2 pairs of stop lamps.
9. NZTA- 0800 587287
10. LVVTA- 04 2384343
11. TRC (Transport Registry Centre) - 0800 804580
12. Complaints- 0800 699 000

## **Inspection news**

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**Inspection news issue 10 - August 2022**

**Inspection news issue 9 - May 2022**

**Inspection news issue 8 - December 2021**

**Inspection news issue 7 - September 2021**

**Inspection news issue 6 - April 2021**

**Inspection news issue 5 - December 2020**

**Inspection news issue 4 - September 2020**

**Inspection news issue 3 - December 2019**

**Inspection news issue 2 - August 2019**

**Inspection news issue 1 - March 2019**

13 videos are: warrant of fitness video guides

- Quality management system (QMS)
- Checksheet completion
- Vehicle identification and class
- Under bonnet inspection
- Under body inspection
- Tyre inspection
- Seat belt inspection
- Light trailer inspection
- Laden steering check
- Interior inspection
- Brake testing
- Beam setter use
- Assessment of corrosion

The videos are all available on the vehicle inspection portal.

[vehicleinspection.nzta.govt.nz/wof-videos](http://vehicleinspection.nzta.govt.nz/wof-videos)

## Topic 1-V.I.N

- 17 Characters
- 1-4-1994

## Topic 2 -Vehicle exterior/Dimension

- 100 mm on either side.
- More than 20mm bumper-recessed
- 2.55 meters' width
- 4.30 meters' height
- 12.6 meters' length
- 4.0 meters' rear overhang
- 3.0 meters' front overhang
- 2.04 front overhang on trailers.

## Topic 3- Vehicle structure

- Corrosion damage that is individually larger than 50mm.
- 150mm –No corrosion damage on top of 'A' pillar and any other mounting point in the vehicle except for some of the arrears below.
- 300mm LPG mounting point
- 300mm all seatbelts anchorage **except** the one mounted on the **wheel arch** which is 150mm.
- 300mm in seat with integrated seatbelt.

## Topic 4-Lighting Systems

### Headlamps-High/Low

- 50 meters for Dipped beam to illuminate the road ahead.
- Max 2 pairs or 4 Main beam

Allowable dipped-beam headlamp alignment are as follows:

- Symmetric beam- 3.0-3.5%
- Asymmetric beam- 1.0-1.5 % less than 80cm height

1.0-2.0 % more than 80cm -120cm.

## Direction Indicators

- 100 meters in normal daylight
- 200 meters in normal darkness.
- Flashers at 2 flash/

- **15 degrees** above and below vertical beam angles.
- **45 degrees** inboard and **80 degrees** outboard.
- Retrofitted lamp fitted at **1.5 meters**—maximum height.

#### **Forward-facing position lamps.**

- Max **1 pair**
- Visible **200 meters** in normal darkness.
- **15 degrees' vertical**
- **45 degrees inboard/80 degrees outboard.**

#### **Rearward-facing position lamps**

- Max 1 pair.
- **15 degrees' vertical**
- **45 degrees inboard/80 degrees' outboard**
- **200 meters**

#### **Side marker lamps**

- More than **6 meters**
- **100 meters** in normal daylight
- **200 meters** in normal darkness.

#### **End-outline marker lamps**

- More than **1.8 meters** wide.
- Max 4 front marker lamps.
- Max 2 rear marker lamps.

#### **Stop lamps**

- **100 meters** from normal daylight.
- **15 degrees' vertical**
- **45 degrees** inboard/outboard.

#### **High Stop Light**

- **100 meters** in normal daylight
- **Max 2** High stoplight

#### **Number plate lights**

- **Min 1, max 2**
- in normal darkness to illuminate the figures.

### **Rear reflectors**

- **Max 1** pair at the rear.
- **100 meters**

### **Reversing lamps**

- **1 or 2** reversing lamps

### **Cosmetic lamps**

- **250mm** from any mandatory lamp.

## **Topic 5- Vision**

- **VLT- 70%**windscreen
- **VLT- 35%** front windows
- **VLT- 35%** rear and Rear side windows- MA class.
- **VLT – Any level-** MB, MC, MD1, MD2 and NA.
- **CVA (critical vision area)-100mm top,100mm bottom,50mm side 300mm.**
- **Stickers 100mm**

## **Topic 6-Entrance and Exit**

- **150mm –door hinge and door latch –No corrosion.**

## **Topic 7-Vehicle interior**

### **Interior impact.**

- **140mm** either side of the center of dashboard.

### **Audible warning devices (horn)**

- **100 meters**

### **Seats anchorages**

- **Seat anchorage 300mm no corrosion with integrated seat.**

### **Seatbelts**

- **300mm- NO corrosion in all seatbelt anchorage mount except seat belt anchorage mounted at wheel arch -150mm no corrosion.**

## **Topic 8-Brakes**

- **7m from speed 30km/hr at 50% or more**
- **Park brake 18m from 30km/hr at 20% or more.**

- 100mm from original brake pedal.

### Topic 9-Steering and suspension.

- 100mm ground clearance
- 200mm MC class-running board.
- 175mm MC ground clearance
- 50mm leaf spring-1/8/1990 to 1/3/1999 RHD conversion.

### Topic 10- Tyres and Wheels

- 2 indices
- 25mm crack
- 1.5mm minimum tyre depth.
- 4mm winter tyres
- 25mm track width.
- Less than 5%
- Speed Category - J-100 to ZR over 240.

### Topic 11- Exhaust systems

- 92dB
- 5 sec idle, 2500 rpm or half the enginespeed.

### Topic 12

- 150mm No corrosion at mounting points on Towbar.

### Topic 13 - Miscellaneous

- 20% more power than the O.E engine.
- Same CC or less

## General Trailer

### Topic 2- Dimension

- 4.0 meters' rear overhang
- 8.5 meters forward distance
- 2.04 meters' front overhang.

### Topic 5- Brakes

- 2000 kg or less
- 2001-2500 kg or less

- 2501 kg or more.

## **Topic 8- Towing connection**

- 7.1mm chain links.
- Twice the breaking strength

## **Technical Bulletin General**-Please read this section

### **1 Vehicle identification**

#### **1-1 VIN and chassis number**

##### **Note 1**

The vehicle inspector must notify Waka Kotahi using the [\*\*Vehicle report form\*\*](#) if there is reason to believe that the VIN or chassis number has been tampered with in any way.

The vehicle inspector must not issue a WoF/CoF/permit until approved by Waka Kotahi. Approval will usually include the issue or re-issue of a new VIN plate.

The vehicle inspector must not issue a WoF/CoF/permit if there is reason to believe that the VIN or chassis number has been tampered with in any way.

Refer the vehicle to a VIN issuing agent ([\*\*VTNZ\*\*](#), [\*\*VINZ\*\*](#), [\*\*NZAA\*\*](#), [\*\*Drivesure\*\*](#)). They will inspect the vehicle and seek approval from Waka Kotahi to issue or re-issue a VIN plate. Once the vehicle has been approved the vehicle may continue through the inspection process.

##### **Note 2**

A valid VIN is a unique number that has been assigned to the vehicle in the vehicle's country of origin or by a person appointed by the NZTA. It consists of 17 characters that never contain the letters I, O or Q, and that is capable of being decoded to provide identifying information about the vehicle.

##### **Note 3**

If the vehicle is failed because the VIN/chassis is missing or unreadable, then 'not found' must be recorded in place of the VIN number on the check sheet.

# 2 Vehicle exterior

## 2-1 External projections

### **Note 6**

The following vehicles with a GVM of 2500kg or less must comply with a frontal impact occupant protection standard:

- Class MA motor vehicles manufactured on or after 1 March 1999
- Class MA motor vehicles that were less than 20 years old when they were first registered in New Zealand on or after 1 April 2002
- Class MB and MC motor vehicles manufactured on or after 1 October 2003.

### **Note 7**

Rear bumper removal must still meet external projection requirements.

### **Note 8**

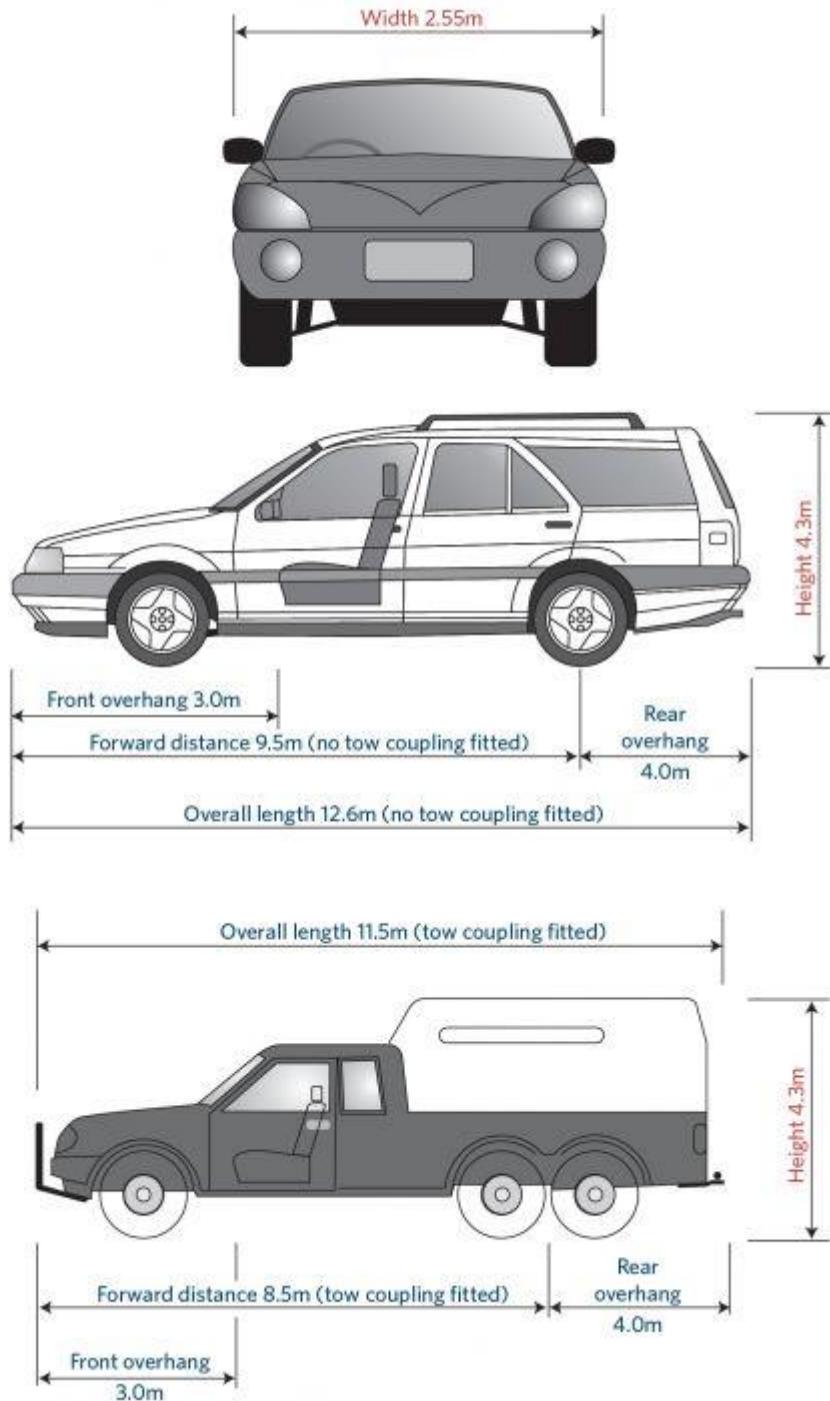
Heating, drilling, welding or cutting the vehicle structure, modifying a roof bow, or modifying any part of the structure anchorage would be considered to weaken the structure. Cutting a single layer of unstressed panel of sheet metal (ie roof) is not considered to weaken the vehicle structure. Drilling a hole suitable for a child restraint top tether does not require LVV certification.

### **Note 9**

A pedestrian trap is any part of a vehicle that may hook, catch or pull/push a pedestrian into or under a vehicle. Vehicle components should be shaped to reduce injury to a pedestrian and to move the pedestrian away from the vehicle in the event of an incident.

## Dimension requirements

(Note: Dimensions in red updated in VDAM 2016)



# 3 Vehicle structure

## 3-1 Structure (incl. frontal impact)

A corrosion damage ([Note 2](#)) that is individually larger than 50mm in diameter ([Figure 3-1-1](#)), or

B) corrosion damage within 150mm of the top of an A-pillar ([Figure 3-1-2](#)), or any corrosion that the inspector considers has caused weakening of a load-bearing structure ([Note 6](#)), or

g) poor repairs that have not returned the structure to within a safe tolerance of when it was manufactured ([Note 3](#)) ([Note 6](#)), eg:

### **Note 4**

The following vehicles with a GVM of 2500kg or less must comply with a frontal impact occupant protection standard:

- Class MA motor vehicles manufactured on or after 1 March 1999
- Class MA motor vehicles that were less than 20 years old when they were first registered in New Zealand on or after 1 April 2002
- Class MB and MC motor vehicles manufactured on or after 1 October 2003.

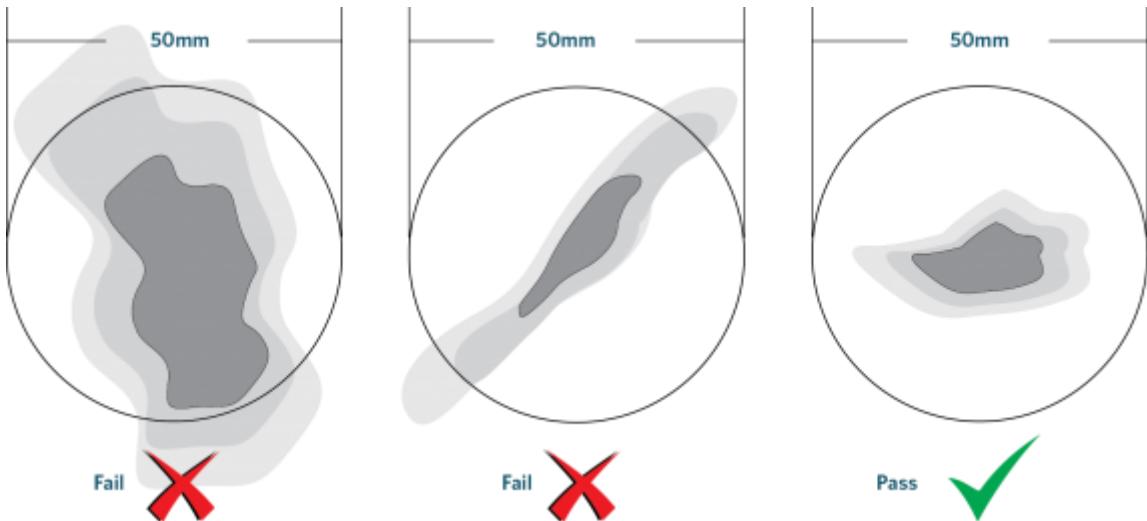
### **Note 10**

Heating, drilling, welding or cutting the vehicle structure, modifying a roof bow, or modifying any part of the structure would be considered to weaken it. Cutting a single layer of unstressed panel of sheet metal (i.e. roof) is not considered to weaken the vehicle structure. Drilling a hole suitable for a child restraint top tether does not require LVV certification.

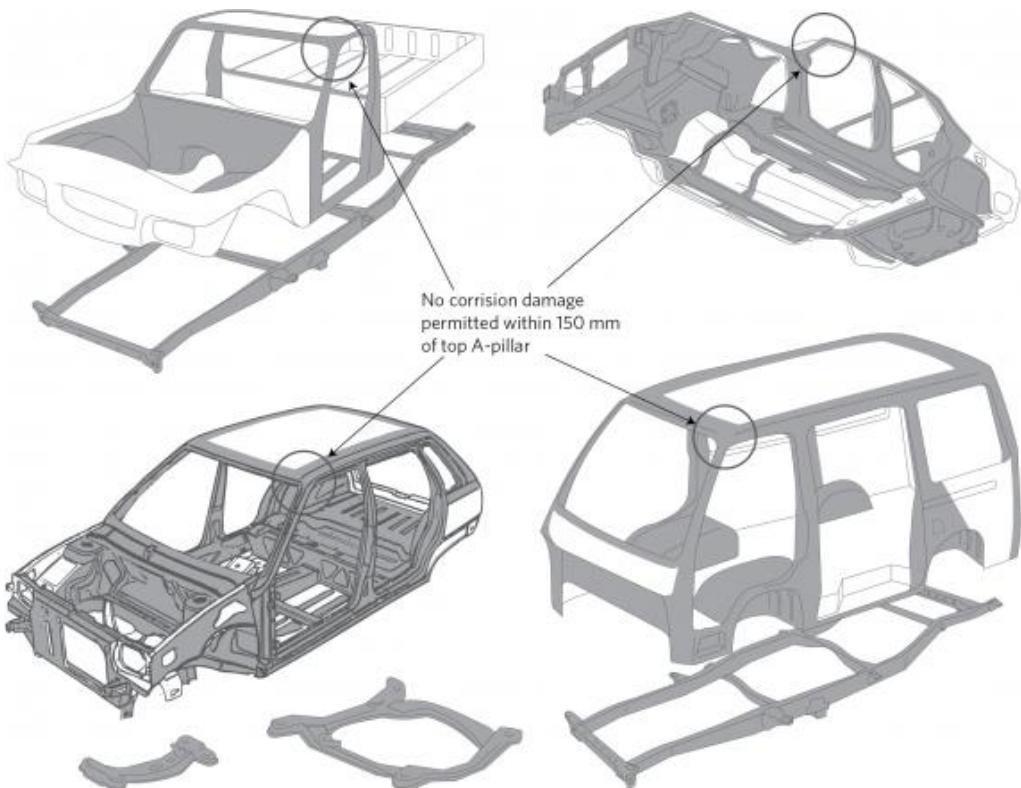
### **Note 11**

A pedestrian trap is any part of a vehicle that may hook, catch or pull/push a pedestrian into or under a vehicle. Vehicle components should be shaped to reduce injury to a pedestrian and to move the pedestrian away from the vehicle in the event of an incident.

**Figure 3-1-1. Corrosion damage 50mm diameter limit**



**Figure 3-1-2. Corrosion damage as referred to in Condition above**

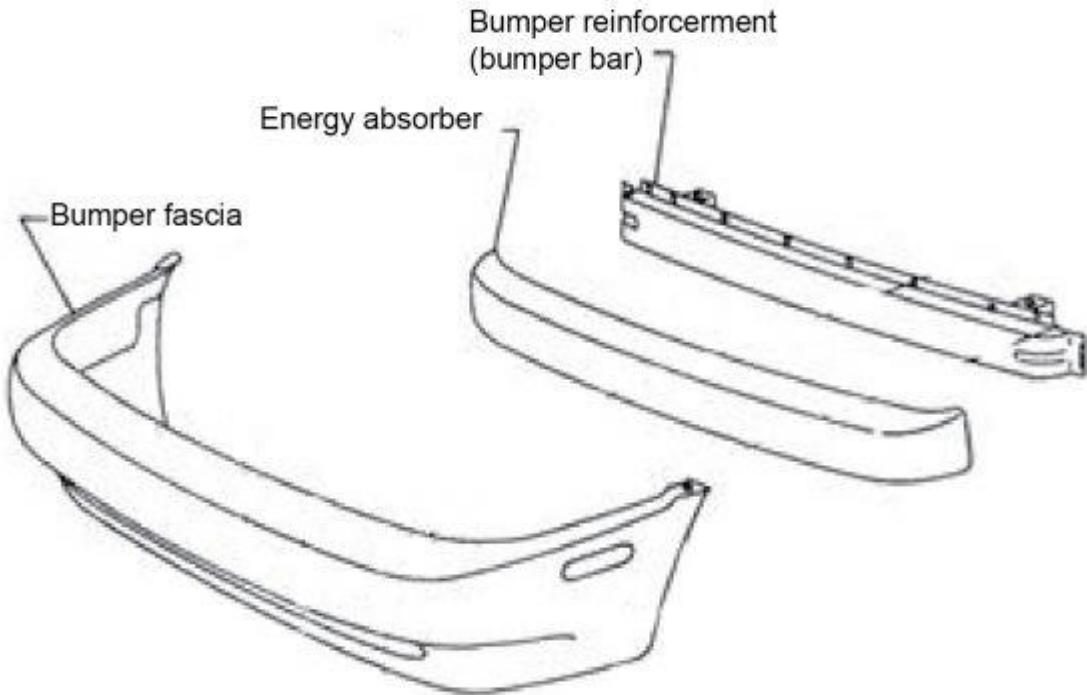


These include chassis, cross-members and sub-frames, load-bearing monocoque body structures, body mounts and the body on a vehicle with a separate chassis. Other sections also contain Reasons for rejection and diagrams relating to specific vehicle components. See figures for

corrosion limits to hinge and latch anchorages (section 6-1), seatbelt anchorages (section 7-5), and front or rear suspension anchorages (section 9-1).

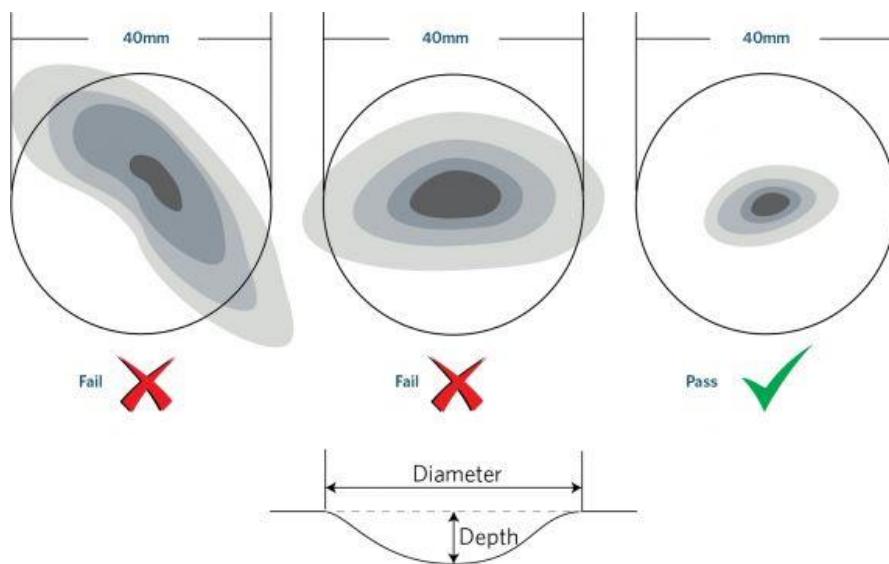
Note that the diagram has been updated to take into account the more modern vehicle structures of common vehicles.

**Figure 3-1-3. Bumper components**



The bumper fascia (bumper cover) is not part of the bumper structure. It is the bumper reinforcement (also known as the bumper bar) that is the actual bumper bar for inspection purposes.

**Figure 3-1-4. Deformation limits**



Page amended **1 April 2022** (see [amendment details](#))

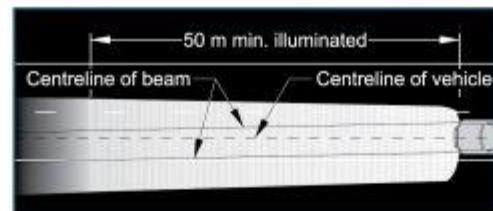
## 4 Lighting

### 4-1 Headlamps

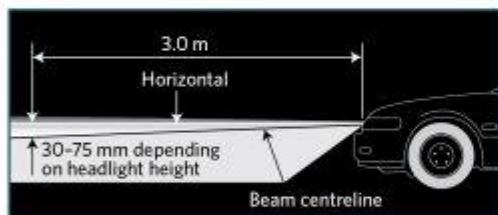
#### Allowable dipped-beam headlamp alignment

	<b>Headlamp type</b>	<b>Distance from ground to centre of light source</b>	<b>Dip rate of beam centre: lower and upper limits</b>		
			Percent (%)	mm/3 m	Degrees (°)
<b>EITHER</b>	Any headlamp dipped beam	N/A	That specified by the vehicle or headlamp manufacturer		
<b>OR</b>	Headlamp with an older style symmetric dipped-beam pattern (see <a href="#">Figure 4-1-2</a> )	N/A	3.0–3.5	90–105	1.7–2.0
<b>OR</b>	Headlamp with a modern symmetric or asymmetric dipped-beam pattern and distance from ground to centre of light source (see <a href="#">Figure 4-1-2</a> )	less than 0.8 m	1.0–1.5	30–45	0.57–0.85
		0.8–1.2 m	1.0–2.0	30–60	0.57–1.15
		more than 1.2 m	2.0–2.5	60–75	1.15–1.4

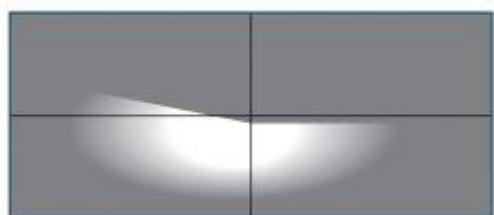
## Minimum illuminated area



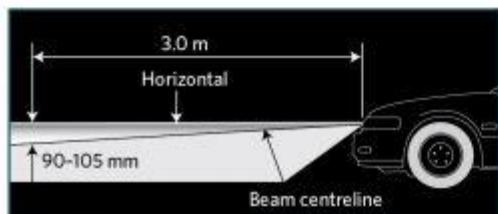
Minimum illuminated area



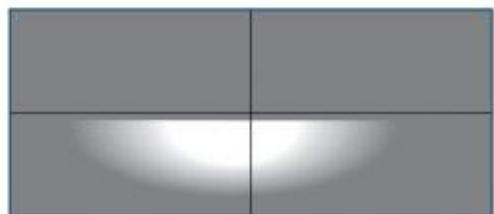
Asymmetric dipped beam



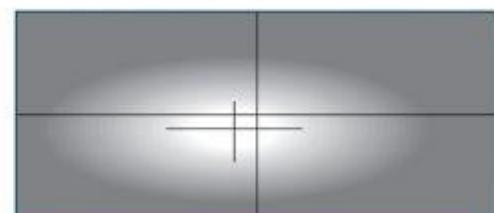
Asymmetric dipped beam headlamp pattern on light board



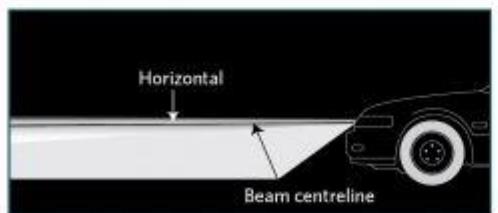
Symmetric dipped beam



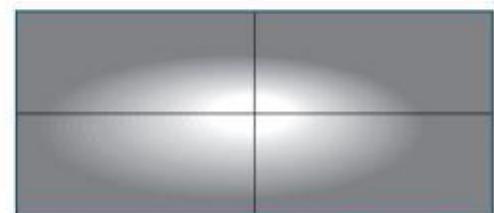
Modern symmetric dipped beam headlamp pattern on light board



Older-style symmetric dipped beam headlamp pattern on light board



Main (high) beam



Main (high) beam headlamp pattern on light board