

## NZ Transport Agency specifications for the approval of Certificate of Fitness checksheets

### Overview

All certificate of fitness (CoF) checksheets must be approved by the NZ Transport Agency (NZTA). Checksheets require approval when they are developed for use for the first time and each time changes are made to the checksheet, including changing the logo to the new NZ Transport Agency logo.

There are two types of checksheets that are currently in use:

- A detailed checksheet that lists individual components
- A checksheet in the form of a summary report that covers the broad inspection areas and which links to a detailed list of what components are inspected under each inspection area.

The requirements below apply to all checksheets. Where requirements may differ for summary reports, this is specified.

This document is to be read in conjunction with the *Vehicle inspection requirements manual: In-service certification (WoF and CoF) (VIRM)*.

### Process for obtaining NZTA approval

1. Follow the requirements in this document to prepare your proposed checksheet. It may help to tick the boxes below to indicate that you have included each requirement.
2. Mail or e-mail your proposed checksheet with your contact details and any additional required information to:  
NZ Transport Agency  
PO Box 5084  
Lambton Quay  
Wellington 6145  
Attention: Technical Coordinator Stephen Bailey (or e-mail to [stephen.bailey@nzta.govt.nz](mailto:stephen.bailey@nzta.govt.nz))
3. Once approved and printed, please forward an original checksheet to the above address where this is requested.

### General requirements applicable to all checksheets

- The checksheet must consist of a single page original and a duplicate page, with one copy to be given to the vehicle operator (eg marked "Customer Copy"), the other kept by the CoF issuer as a record of the inspection.
- The checksheet must contain an "Appointed by NZ Transport Agency" logo. Please refer to the latest version of the NZ Transport Agency *Visual identity guidelines* via this link for requirements for the use of the logo:  
<http://www.nzta.govt.nz/resources/visual-identity/docs/visual-identity-guidelines-v1.4.pdf>

- A total area of at least 100 cm<sup>2</sup> must be provided for Reasons for rejection and Comments by the vehicle inspector.
- Each checksheet must be uniquely numbered. These numbers must consist of at least seven digits and must be pre-printed on the checksheets. The numbers may start anywhere, but must be consecutive for each pad of checksheets.
- The checksheet must contain the version number and/or version date of the checksheet (eg 01/10, indicating that the checksheet was last approved/changed in January 2010).
- The checksheet must include the following information:
  - The words: “This checksheet does not constitute a Certificate of Fitness.”
  - Words to the effect that rechecks must take place within 28 days of the original inspection, and that after this time a new inspection must be carried out and a new fee paid. Indicating that rechecks may incur a fee is optional, but recommended.
  - The words: “Complaints regarding Certificate of Fitness issues should be first directed to the Certificate of Fitness issuer”. Additional words may be added to the checksheet to meet the requirements for complaint statements contained in the Introduction section of the VIRM.
  - The words “NZ Transport Agency reserves the right to recheck any vehicle following an inspection.”

#### **Items to be on the checksheet**

- The checksheet shall contain all the items to be recorded and checked by the vehicle inspector during a CoF inspection. These items are the relevant items in List 1 and List 2, as specified below.
- Any additional items included must be relevant to the inspection requirements in the VIRM. The checksheet must indicate if an item is not a CoF requirement.
- The items on the checksheet may be listed in any order, but it is recommended that the inspection items in List 2 be numbered so that comments can be easily referenced.
- Each item in List 2 shall have a PASS/FAIL or YES/NO indicator, which must be marked by the vehicle inspector after each item is checked. Space must be allocated to record measurements for brake performance and tyre tread depth (minimum of 5 axles).
- The method of indicating PASS, FAIL and NOT APPLICABLE, shall be explained on the checksheet.
- For a checksheet that covers all vehicles, the items that do not apply to motorcycles or trailers may be annotated with \* and # (or similar), as noted in List 2 below.

- A checksheet for one type of vehicle only shall identify the vehicle type (cars, motorcycles, goods vehicles, trailers, passenger service vehicles etc).
- For motorcycles and trailers, please refer to the lists below for the items that must be included on the checksheet.

List 1: Items required to be recorded on all checksheets

(\* not required for trailers)

- Customer or owner name and address
- Inspecting Organisation trading name and address (can be Head Office address)
- Inspecting Organisation authority number
- Year
- Make
- Model
- Year first registered in NZ
- Registration plate number
- Chassis No/VIN
- Fuel type \*
- Odometer reading\*
- Hubometer serial number
- Hubometer reading
- TSL number
- Air system: \*
  - Maximum system pressure
  - Applications/pressure
  - LPWD activation pressure
  - Recovery times

Initial inspection:

- Inspection date
- Vehicle Inspector ID
- Vehicle Inspector's signature
- Indication of vehicle inspection pass or fail
- Service brake performance initial inspection
  - Axle weights as tested (for heavy vehicles - not required if recorded electronically in accordance with the *Heavy vehicle brake testing protocol*)
  - Brake force (for light vehicles)
  - Percentage
  - Service brake balance percentage (for each axle on a heavy vehicle - not required if recorded electronically in accordance with the *Heavy vehicle brake testing protocol*)
- Parking brake performance initial inspection
  - Axle weights as tested (for heavy vehicles - not required if recorded electronically in accordance with the *Heavy vehicle brake testing protocol*)
  - Brake force (for light vehicles)
  - Percentage
  - Stall test pass/fail

Re-inspection / recheck:

- Re-inspection (or recheck) date
- Vehicle Inspector ID
- Vehicle Inspector's signature
- Indication of vehicle inspection pass or fail
- Service brake performance re-check inspection

- Axle weights as tested (for heavy vehicles - not required if recorded electronically in accordance with the *Heavy vehicle brake testing protocol*)
- Brake force (for light vehicles)
- Percentage
- Service brake balance percentage (for each axle on a heavy vehicle - not required if recorded electronically in accordance with the *Heavy vehicle brake testing protocol*)
- Parking brake performance recheck inspection
  - Axle weights as tested (for heavy vehicles - not required if recorded electronically in accordance with the *Heavy vehicle brake testing protocol*)
  - Brake force (for light vehicles)
  - Percentage
  - Stall test pass/fail
- Re-inspection (or recheck) odometer reading \*
- Re-inspection (or recheck) hubometer reading
- COF expiry date
- COF Label No.

### List 2: Inspection items

The following items are listed in the order in which they appear in the VIRM. All items must be listed on a detailed checksheet.

Where the checksheet is in the form of a summary report, the inspection items may be summarised, for example into broad inspection areas such as interior, exterior etc. For summary reports, NZ Transport Agency must be satisfied that the summary report provides a clear link to all the items inspected (ie all those listed below), and that systems and processes are in place to ensure complete inspections are carried out and correct records produced, filed and available for PRS reviews and investigations. Customers must be able to view the items that were inspected should they request to see them.

(\* not required for trailers, # not required for motorcycles)

#### Vehicle identification

- VIN/chassis number

#### Vehicle exterior

- External projections
- Dimensions
- Heavy vehicle equipment #
- Footrests (motorcycle only)\*

#### Vehicle structure

- Structure
- Stability #
- PSV roof racks #

#### Lighting

*Note: Cornering lamps, daytime running lamps, side-marker lamps, end-outline marker lamps, reversing lamps, cosmetic lamps, PSV reversing warning device and PSV interior lighting may be summarised into 'Other lamps'.*

- Headlamps
- Front and rear fog lamps
- Cornering lamps
- Daytime running lamps

- Direction indicator lamps (front)
- Direction indicator lamps (rear)
- Forward-facing position lamps
- Rearward-facing position lamps
- Side-marker lamps
- End-outline marker lamps
- Stop lamps
- High-mounted stop lamps
- Rear registration plate lamps
- Rear reflectors
- Reversing lamps
- Cosmetic lamps
- PSV reversing warning device #
- PSV interior lighting #

#### Vision

- Windscreen \*
- Other glazing
- Sun visors \*
- Wipers \*
- Washers \*
- Rear view mirrors \*
- PSV driver's vision \*#
- PSV demisters \*#

#### Entrance and exit

- Door and hinged panel retention systems
- PSV doors and doorways #
- PSV entry and exit steps, ramps and hoists #
- PSV emergency exits #

#### Vehicle interior

- Seats and seat anchorages\*
- PSV seating #
- Head restraints \*
- PSV aisles #
- Seatbelts and seatbelt anchorages \* #
- Airbags \*
- Interior impact \*
- PSV heating and ventilation #
- PSV fire protection #
- PSV signs and instructions #
- PSV emergency passenger signals #
- Speedometer \*
- Audible warning device \*

#### Brakes

- Components
- ABS self check \*
- Trailer breakaway brake #
- System protection (isolation) \* #
- System protection (air auxiliary device) \* #
- Tractor protection \* #

#### Steering and suspension

- Steering mechanism
- Suspension mechanism

#### Tyres, wheels and hubs

- Tyre condition
- Tread depth (recorded in mm)
  - Left (minimum of 5 axles)
  - Right (minimum of 5 axles)
- Optional (recommended): Tyre tread depth recheck readings recorded in mm as above
- Spare wheel security (and space-saver tyre label)
- Wheels
- Hubs and axles
- Mudguards

#### Exhaust

- Exhaust system \*
- Visible exhaust smoke \*

#### Towing connections

- Light vehicle towing connections
- Drawbar #
- Drawbeam #
- Heavy vehicle fifth wheel or ball coupling #
- Heavy vehicle kingpin or socket coupling #
- Heavy tractor towing connections \* #
- Agricultural trailer towing connection #

#### Miscellaneous items

- Engine and drive train \*
- Fuel tank and fuel lines \*
- Electrical wiring #

#### Alternative fuels \*

- Alternative fuels system in working order (Yes/No) \*
- Alternative fuels inspection certificate current (P/F) \*
- Alternative fuels system safe (P/F) \*

#### Load restraints

- Load anchorages #
- Stockcrates and stockcrate retention devices #
- Log bolsters #
- Cab guards, headboards, sideboards and tailboards #
- Curtain systems #
- PSV baggage and freight restraints #

#### Certificate of loading

- Certificate of loading

#### Transport service licence

- TSL number

#### Modified vehicle

- Heavy vehicle specialist certification #
- Valid LVV plate, declaration or authority card \* (optional: add space to record the LVV plate number)