Digital Checksheet Operating Model

The working framework for digital inspections and certifications

NZTA

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NZ TRANSPORT AGENCY
WAKA KOTAHI

Te Kāwanatanga o Aotearoa
New Zealand Government

More information

NZ Transport Agency Waka Kotahi
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If you have further queries, call our contact centre on 0800 699 000 or write to us:

NZ Transport Agency Waka Kotahi
Private Bag 6995
Wellington 6141

This document is available on NZTA's website at www.nzta.govt.nz

This document

This version	Draft for External distribution with KSDPs and known existing Digital Checksheet Providers.
Next version	Initial operational version
Document purpose	To provide the industry with a clear understanding of how digital checksheets will be operated by NZTA. It will prepare the foundation for subsequent contracting of Digital Checksheet Providers and utilisation of the checksheet API services.

1. The purpose

1.1. Background

The system for recording vehicle inspection outcomes and certifications of vehicles against regulatory standards has traditionally been a manual paper-based process. During an inspection relevant data is captured on a paper form and the outcome of the inspection is then manually entered into the Motor Vehicle Register (MVR) via the Vehicle Inspection and Certification (VIC) system or via the LATIS system. In recent years there has been an increasing number of inspecting organisations (IOs) seeking to modernise how they do business and capture their inspection and certification information digitally. They have developed or purchased digital checksheets which have received interim approval for use by NZTA. Data captured in this manner is still required to be manually entered via VIC or LATIS.

NZTA is constrained in the performance of its regulatory and compliance functions by not having ready access to inspection data captured, the quality of data captured, and the ease to make changes to adjust the regulatory standards to vehicle safety system changes in a timely and uniform manner for the industry.

There are a number of modernisation initiatives underway or planned that relate to vehicle regulation. The Modernising Vehicle Certification programme will provide a platform to advance these initiatives.

1.2. Objectives

NZTA is seeking to improve the efficiency of their regulatory operations and provide a digital user interface to update MVR with inspection and certification results, replacing the current manual process with digital checksheets. This would allow IOs to digitally capture inspection information and feed it to NZTA without any rekeying of information. It will also allow NZTA to capture detailed data on the state of the New Zealand vehicle fleet and inspection compliance.

It is expected that eliminating the paper checksheet means:

- elimination of data rekey
- the cost of storage and retrieval of paper for IOs is removed.
- the inspection records will become accessible to any IO and inspector across NZ
- inspection data will become more accessible for compliance activity, analysis, and reporting
- fraud opportunities will be reduced and required improvements implemented more quickly and consistently across the country.

NZTA recognises that a number of IOs have or will want to develop or purchase their own digital checksheets that integrate with their own systems and processes. NZTA APIs will provide direct data updates to NZTA improving efficiency while reducing errors and risk, so is prioritising the development of APIs that will allow the transfer of data directly into NZTA systems.

NZTA will maintain a register of approved digital checksheet providers (DCPs) as well as their approved checksheets. IOs could apply to be a Digital Checksheet Provider (DCP) or become a customer of an already approved DCP using their software solution. It is not necessary for a DCP to be an IO. There will be a setup cost and an annual subscription cost to undertake cost recovery of setup, support and maintenance.

The introduction of digital checksheets is expected to progressively make inspection types available on the new platform. Many products will produce a Results Only version to bring to the market more quickly a replication of the paper-based functionality. Later a full eChecksheet product will replace these submitting all inspection data. The products and services will be prioritised for development by risk and volume. Full roll out of all inspection types is expected to take 2-3 years.

Inspection types in scope

- Warrant of Fitness (WoF)
- Pre-Delivery Inspection (PDI)
- Certificate of Fitness (CoF-A) Light Commercial Passenger
- Certificate of Fitness (CoF-B) Heavy Vehicles

- Entry Certification
- Border Entry Inspection

Summary Results for LT400, LT307 and LT308 may be added later.

2. Overview of roles and process

2.1. Roles

2.1.1. NZTA – The Regulator

NZTA is to ensure inspectors and IOs complete inspections in a manner approved by the Director of Land Transport. NZTA will approve software providers (DCPs) and all types and versions of checksheets in use. NZTA will continue to collect inspection data and will continue to monitor compliance of inspection rules and standards.

2.1.2. Inspecting organisations

Inspecting organisations (IOs) are businesses (including sole traders) approved by NZTA and operating under a Notice of Appointment to deliver inspections and certifications. IOs are required to employ vehicle inspectors (VIs) who are appointed by the Director for the inspection(s) they undertake. NZTA assesses and appoints VIs. IOs will determine who is allowed to work at which IO sites.

IOs may apply to be a DCP or enlist the services of another authorised 3rd party provider.

2.1.3. Digital Checksheet Providers

Digital Checksheet Providers (DCPs) may be IOs or may be a 3rd party software provider. In order to provide digital checksheets to IOs, they must be approved by NZTA and the digital checksheets also must be approved by NZTA.

The IO will purchase a service for digital checksheets from the authorised provider unless the IO is an Approved Provider themselves. The IO contracted service relationship is with the authorised provider not NZTA. Should that provider not be able to provide that service as expected this remains an issue for the IO to secure an alternative.

Any system issues that VIs and IOs experience are the responsibility of the DCP who is providing that software. Providers may lodge service requests with NZTA digital service desk for incidents experienced relating to the published API services they are consuming.

2.2. Processes

2.2.1. DCP application

Applicants to be an Approved Provider will be required to apply in writing using a published form for this purpose.

The application process will ensure that the provider is reputable, has a sufficient customer base, and will agree the terms and conditions of the contract. The application process will likely require verifiable details of the provider software and infrastructure operations including BCP and DR arrangements.

The application needs to reflect that NZTA and the IO customers will be relying on the provider to deliver a robust, reliable, secure and highly available solution.

The application form once completed is to be emailed to safervehiclestechnical@nzta.govt.nz . A response with be provided within 60 calendar days.

2.2.2. Digital provider approval

Once a provider application is approved, a Non-Disclosure Agreement (NDA) is to be signed by both parties. This will enable development, testing, and setup of checksheets and APIs to be undertaken. A setup fee per product will apply.

2.2.3. Digital checksheet product application

All digital checksheet products provided for vehicle inspections and certifications must be approved by NZTA. Any approval previously issued to IOs is not valid for the use of APIs. The application process is to consist of three components:

a. A product application form (digital) available on the NZTA website to be completed and submitted to safervehiclestechnical@nzta.govt.nz
b. A static image library of all components of the inspection solution and a recorded video is preferred. These will be held in the NZTA register for audit purposes.
c. A demonstration of how the checksheet works on a device. This is expected to show how compliance of online use has been implemented.

The application criteria will be updated from time to time.

If the application is declined, reasons will be provided. The decision may be disputed if done so within 30 days.

2.2.4. Digital checksheet application assessment

The assessment criteria will include but not be limited to:

Functional requirements

- Must comply with NZTA requirements for data capture rules
- Must be able to print a checksheet on request
- Supply all comments made and photos taken tagged against an inspection element or the overall vehicle
- Must have VIN input (last 6 characters) – it cannot be pre-populated
- Must supply an approved checksheet registration number and version number in the API data stream
- If NZTA webservices are unavailable, the provider may provide offline services; otherwise, current manual processes apply.
- Inspection items may be completed in any order and by multiple inspectors. Audit logging of each element and inspector is required to be supplied.
- NZTA will maintain records of inspectors, IOs, and IO sites. NZTA will provide services for the IO to authorise which VIs may work at which sites. VIs may work at more than one site and for more than one IO. It is possible Authorised Providers may be permitted to develop front end services for the management of VIs (tbc).
- Sites will only be able to perform inspections and certifications for those types approved for that site. VIs will only be able to perform inspections and certifications for those types approved for that VI.
- NZTA require all checklist items to be provided as either a pass or a fail. How this is managed by the provider should be part of the provider's design process. All checksheet items, passed or failed, must be displayed on the checksheet, any printed or digital sheet record (eg PDF) and in the API message.
- Failure codes, photos, and comments are to be recorded against a checksheet element. All checksheet elements will have a unique identifier supplied by NZTA as part of the API for that type of inspection.
- Checksheet layouts must include all data elements required by NZTA and must be laid out in a logical manner by inspection groupings.

- The Authorised Provider must provide all checksheet data requested.
- Customer's approval must be obtained for the customer details to be included on the checksheet. Customer details are not data elements requested by NZTA as part of the inspection capture but may be provided as part of a service to support compliance auditing by NZTA.

2.2.5. Digital checksheet approval

Once a provider's digital checksheet is approved the provider contract is to be signed by both parties. If the provider already has a contract, then a variation will be signed adding the new product to the product schedule.

Once the contract is in place, the provider will be setup with production access to allow digital checksheet services to commence.

2.2.6. Business Continuity Planning (BCP) and Disaster Recovery (DR)

If NZTA services are unavailable, it would be preferrable for both NZTA and the IO if the DCP had the capability to store and forward checksheets once the NZTA APIs were available again. Offline checksheets would need to be flagged on submission to avoid being rejected for non-critical validation errors. Critical failures such as banned vehicles or incorrect plates/VINs will need to be resolved between the IO and NZTA as they are today. The DCP will need to report these failures to the IO for the IO to action.

In the absence of any other process the current offline label process will apply.

The DCP is required to have DR arrangements in place to be operational within 24 hours of an incident. DR processing is subject to the same security and auditing standards and processes as normal production operation.

2.2.7. NZTA digital checksheet changes

NZTA may need to update API Services from time to time. Changes will be notified to all approved DCPs. NZTA will work with providers to ensure timeframes are feasible and if there is a transition period for adopting any new requirements. It needs to be noted that at times change can be legislated and cannot be negotiated.

Changes will be made and published to the externally accessible testing environment to enable DCPs to make and test their changes before they are released into production.

The hours of operation for the availability of services will be published as will the period of NZTA support. If services aren't going to be available for those times, then notification will be provided 7 days in advance; unless in an emergency. If services are unavailable due to an unplanned outage or incident, NZTA will advise DCPs via the agreed communication channel as soon as possible.

2.2.8. DCP changes

If the DCP elects to make changes to its approved inspection service, then this would constitute a new version of the approved digital checksheet. The change will need to be notified to NZTA for NZTA approval. If the change is considered minor, approval is expected to be straightforward. If the change is not considered minor by NZTA, then NZTA may request more details including demonstrations. If approved checksheet imagery is changing, then updated imagery such as screen shots must be provided.

NZTA will request an annual update of DCP details including security, infrastructure, and contact information. DCP may advise NZTA of change of details at any time.

2.2.9. Maintaining IO details

NZTA will hold a data record for each approved IO. Historically only records of IO sites have been recorded.

2.2.10. Maintaining IO sites details

NZTA will continue to hold data records for IO sites referenced by the MS number or PDI number. Additional information will be captured for each site including the geographic coordinate system reference and network identifiers. The IO will be able to update some information on the site such as contact information and will need to specify in NZTA's system which VIs are authorised to work at that site at any given time. VIs can be authorised to work at multiple sites or for multiple IOs at the same time, but will nominate a home site. This control is with the IO. This information will be validated with each inspection performed. Note that if the IO works for different IOs, it is possible they will need to use different digital checksheets if the IOs have different providers.

2.2.11. Maintaining VI details

NZTA will continue to approve and create VI records. NZTA will continue to have the ability to suspend VIs and revoke appointments if necessary. IOs will continue to be able to update VI contact information and add or remove authorised VIs from an IO site via the NZTA Access Portal. For other information such as name changes and home base transfers, details will still need to be submitted to NZTA with appropriate official supporting documentation.

3. Contracted terms and conditions

A DCP can gain access to NZTA VIC API services under a legal agreement between the parties. The terms and conditions may vary over time. A contract term may vary but the standard of 3 years is expected, with rights of renewal (with no renewal application cost).

3.1. Provider conditions

The following conditions are indicative only and may differ to the actual contracted terms and conditions.

3.1.1. The provider has no rights to inspection and certification and vehicle data.
3.1.2. The provider can provide data back to the IO from whom they collected the data from
3.1.3. The provider can only provide NZTA services to NZTA approved IOs.
3.1.4. The provider must protect all data to required security and privacy standards (see schedule to be provided by NZTA Digital).
3.1.5. The provider must report any security breaches within 24 hours.
3.1.6. The provider must only use approved digital checksheet solutions and approved versions.
3.1.7. Any changes to the checksheet must be treated as a new version and approved and registered by NZTA.
3.1.8. The provider must keep system audit logs of checksheets completed by IOs including timings (ie date/time/user start, finish, suspended), VI IDs and geo location of the inspection.
3.1.9. If the DCP stores and forwards checksheets in the event API services are unavailable, the DCP must have arrangements with the IO to ensure all manual labels reconcile to updates processed after the event.
3.1.10. The VI performing the inspection must be a valid VI authorised for the site and type of inspection as verified at the time of the inspection with NZTA.
3.1.11. The provider must make all records available to NZTA on request within 48 hours.
3.1.12. The provider must be able to produce a checksheet on request.
3.1.13. The provider must provide all data collected to NZTA in a manner specified by NZTA.
3.1.14. The provider is required to be audited by NZTA (or an Independent approved auditor) for conformance to the terms and conditions at least every 3 years. NZTA may conduct desktop audits at any time.
3.1.15. The provider may be suspended or agreement terminated for failing to meet terms and conditions after a reasonable period of notice.
3.1.16. The provider is required to have DR provisions for the continuity of service within 24 hours.
3.1.17. The provider cannot act in any way on behalf of NZTA.
3.1.18. The provider cannot act in a manner that is damaging to NZTA or the New Zealand Government.
3.1.19. The provider is free to develop services that integrate with other aspects of business so long as no other terms of this agreement are breached.
3.1.20. The provider is required to pay any costs by the date due or risk suspension.
3.1.21. A suspended provider will not have any access to services.
3.1.22. API access codes must be kept strictly confidential and cannot be revealed or shared.
3.1.23. There are mandated elements of checksheets that are specified in the approval criteria for that checksheet type. These must be complied with at all times.
3.1.24. Changes to terms and conditions are expected to be made from time to time.

3.2. Costs

NZTA as a government agency is required to undertake cost recovery as a means of user pay services.

3.2.1. Product setup cost

There will be a one-off setup cost to cover the assessment, approval, setup and rights to provide services for each product required by the DCP.

The setup includes provision of service specifications, access and support for testing and on a best-efforts basis support for development. Product access and details of setup are covered in other sections of this document.

3.2.2. Product service subscription

There is a cost to NZTA to provide the web services and support DCPs. Business is never static and changes by all parties need to be supported. Changes require testing and data provided. Access needs to be maintained and incidents and communication managed.

There is a subscription cost charged monthly. Non-payment risks suspension of the DCP access to services.

3.3. Auditing and monitoring

3.3.1. Audit and compliance – DCPs

As part of the contract between NZTA and the DCP, NZTA will need to conduct audits to ensure that the DCP is adhering to the contract terms and conditions. Audits should be regarded as routine to provide both parties with confidence and opportunities to identify and rectify any issues. Most audit activity can be done remotely based on supplied documentation as requested by NZTA, Q&A sessions, and demonstrations of the working software. Onsite auditing will be required from time to time and arranged in advanced.

NZTA would provide a minimum of 3 weeks' notice of an audit and whilst NZTA reserves the right to conduct audits as often as needed, an audit should be expected no further than 3 years apart. NZTA may elect to rely on the DCP independent audit.

NZTA requires that the DCP conducts its own independent security audit annually and the report is provided to NZTA.

3.3.2. Audit and compliance – IOs and VIs

NZTA already have an established framework, standards and operating practices for performing compliance audits of IO sites and VIs. While the standards are not expected to change unless Vehicle Inspection Requirements Manual (VIRM) requirements change, NZTA expects to gradually improve the sophistication of its off-site activities. This is expected to further refine the risk-based approach adopted by NZTA and may result in more or less audit activity for the IO.

3.3.3. Monitoring

NTZA will collect data required to enable exception reporting or notifications. This data will form part of the API services and not require any additional effort on the part of the DCP or IO. NZTA needs to be alerted to unusual, improper, or potentially fraudulent use of services. Where NZTA does not have visibility or control of the inspection and certification rules, NZTA will use the approval and auditing functions.

4. Digital B2G engagement

4.1. NZTA secure Access Portal

NZTA will provide API services for DCPs to be able to manage VIC services.

NZTA will provide API specifications and design schematics for both test and production activity. If required, NZTA will assist the DCP further, but there may be a charge for this additional effort.

Further details will be provided upon application.

4.2. DCP set-up

Once a DCP has been approved and setup cost paid, the DCP will need to undertake development to build or modify digital checksheets.

The DCP will use the NZTA Access Portal to enable digital connectivity to API services. NZTA will enable these services based on the approved application and agreement.

A separate environment and access is provided for the DCP to develop and test against. NZTA will provide support for the provider through this stage.

NZTA will need to sign-off on a test exit report before allowing access to production services. NZTA may require evidence of security standards being applied and penetration testing results.

5. Products and services

5.1. NZTA inspection and certification types supported

There are multiple products to be made available over time via published APIs. Access to an API product is dependent on the appointment conditions for the IO. The DCP cannot provide a product to an IO who is not authorised to perform that type of inspection.

A result only service will be provided initially for WoF, CoF-A and CoF-B. These will gradually be replaced by full eChecksheet services.

5.1.1. Warrant of Fitness

Vehicle safety inspection required for light passenger class vehicles at intervals no greater than that specified in law.

5.1.2. Pre-delivery Inspection (PDI)

This is an inspection performed for new vehicles entering the fleet for the first time. There is no specified standard but it is up to the manufacturer/dealer to ensure the vehicle matches the type approved specification and is road ready. NZTA is not requiring all inspection details to be submitted for this type of inspection.

5.1.3. CoF-A

This is a similar inspection to the WoF except is for a vehicle being used to provide commercial transportation services.

5.1.4. CoF-B

This is an inspection for a heavy vehicle. The inspection is for safety compliance and licenced operation.

5.1.5. Entry Certification

This is a detailed inspection performed for vehicles that have been previously registered overseas and have been imported into NZ. It also may apply to modified vehicles.

5.1.6. Border Entry Inspection (BIS)

This is an inspection performed for vehicles that have been previously registered overseas and are inspected at the border either in Japan or in NZ. The inspection result creates the initial MVR record. It also may apply to modified vehicles.

5.1.7. LT400, LT307, LT308

These services do not record the inspection detail, they merely capture key elements of the inspection or certification result (a.k.a. Results Only services). LT400 is the NZTA certificate that a Heavy Vehicle Specialist Certifier issues upon completion of repair/modification work. LT307 is a certificate that the certifier issues when the certifier has determined that no remedial work (that requires specialist repair certification) is required to the entire vehicle. LT308 is a light vehicle repair certification.

NZTA has yet to commit to the delivery of these products digitally.

5.2. Core online API services

These services are available for each inspection or certification product. There may be other services added over time.

5.2.1. Vehicle search

Provides core vehicle data from MVR for a supplied plate, VIN or chassis number. Note that this service must only be used for inspection and certification purposes.

5.2.2. Inspection create, retrieve and update, retrieve and delete

For each product, if applicable services are to be available to create an inspection record, update the record, or delete a record. Not all functions are available for all products or all IOs and VIs. Retrieval services can only be used in conjunction with a sighted vehicle for inspection or certification.

5.2.3. Inspection history list

For a given vehicle, a historical event record with core data elements will be provided. This service can only be used in conjunction with a sighted vehicle for inspection or certification. Once the BIS product is fully developed, NZTA plans to add pre-NZ history when available.

5.2.4. Validate IO site approvals

Each site is authorised to perform specific types of inspections and certifications. As part of the DCP services a validation is required that the instance of an IO site and inspection type is valid.

5.2.5. Validate VI approvals and authorised locations

NZTA authorise VIs and specify which type of inspections they can perform. The IO will determine what sites that VI is authorised to do which type of inspection. This service will validate this data for a requested inspection or certification.

5.3. Other services

5.3.1. Results only APIs

WoF, CoF-A, and CoF-B inspections will initially be provided as a results only service. This means that full checksheet data will not be required and existing approvals can be used. These services will be restricted to existing approved digital checksheets and have a fixed expiry date at which time the service will be discontinued. These services will be replaced by the full e-checksheet services and new approvals and conditions as per this operating model.

5.3.2. LVVTA data integration

There is an opportunity to link to the LVVTA database to provide inspectors with digital details of the LVVTA certifications.

NZTA has yet to commit to the delivery of the functionality.

5.3.3. Access roles and permissions

A design has yet to be completed to finalise how IO and VI roles will be setup and maintained and how authentication in conjunction with the provider will be performed. These details will be updated when available.

6. Support arrangements

6.1. DCP responsibilities

The DCP is the primary responsible party for all software issues relating to checksheet services they have developed for their IO customers. NZTA is not involved in any support arrangements that are needed and expected between IOs (and the VIs) and the DCP.

Should the DCP have an issue with the data or service being provided (or not provided) by NZTA, the DCP will log an incident with the NZTA services desk in accordance with the support details documents in the NZTA DCP agreement. NZTA assign the incident to the appropriate support team to investigate and respond.

6.2. NZTA responsibilities

NZTA is responsible for providing the published API services as specified. If there is an issue with the services, NZTA will notify the DCP with the details via the prescribed channel. NZTA may choose to develop capability to be able to issue a broadcast message to all IO sites notifying of an issue, providing updates, and resolution. NZTA would do this in circumstances where all IOs are affected and potentially not just VIC services (for example MVR) is experiencing an unplanned outage.

6.3. BCP and DR

NZTA has procedures and protocols in place for DR and BCP. Should there be any specific redirection to access services from an alternate DR location these will be provided by NZTA.

7. Product planning and development

7.1. Roadmap

NZTA will provide a view of planned development and change to services and estimated timeframes. This roadmap will be indicative and subject to change. It is expected that DCPs will also want to contribute or influence the roadmap.

7.2. Periodic planning forums

NZTA will host a forum of all DCPs. Likely to be online, this forum is a common interest group. The forum provides NZTA with an opportunity to address all DCPs as a collective. Topics of interest are expected to include industry change, regulatory change, digital system performance or issues, and desired improvements. Whilst the forum can set its own frequency, initially it is expected to be held annually.

8. Glossary of terms

Acronym	Meaning	Definition
API	Application Programming Interface	A software interface that allows two applications to communicate and exchange data with each other.
AA	Automobile Association	Industry group providing motorist support and automobile services. They are also a provider of services for NZTA.
BCP	Business Continuity Planning	Plan to ensure the capability of an organisation to continue to function, delivering products and services at pre-defined levels following a disruptive incident.
CoF-B	Certificate of Fitness Heavy Vehicles	A regular check to ensure that your vehicle meets required safety standards.
CoF-A	Certificate of Fitness Light Commercial Passenger	A regular check to ensure that your vehicle meets required safety standards.
DR	Disaster Recovery	The ability to restore access and functionality to systems, data and infrastructure after a disaster event.
	Digital Checksheet	An electronic version of a paper checksheet.
DCP	Digital Checksheet Provider	An organisation contracted with NZTA to provide digitised checksheets to inspecting organisations. Approved digital checksheet providers are given access by NZTA to NZTA API services.
	eChecksheet or Electronic Checksheet	This is digital checksheet that submits all checksheet details captured to NZTA via APIs.
	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.
EC	Entry Certification	The inspection process to ensure vehicles entering the New Zealand fleet meet the legal standards to do so.
	Inspection and Certification	The performance 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).
IO	Inspecting Organisation	Business approved by NZTA, operating under an NoA to deliver inspections and/or certifications
KSDP	Key Service Delivery Partner	Organisations that are contracted or appointed by NZTA 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. Currently VTNZ, VINZ and AA.
LANDATA	LANDATA	A system that provides authorised user access to the MVR. LANDATA provides a front-end system entitled Latis as an alternative MVR access method to MVR for larger organisations not using VIC for WoFs and PDIs.
LVVTA	Low Volume Vehicle Technical Association	An organisation responsible for the certification of specialised vehicles that fall outside the parameters of standard inspections and certifications under the VIRM. They have their own standards manual.

MTA	Motor Trade Association	A motor industry group whose members receive support from MTA and must meet MTA requirements to be a member. MTA is a brand to provide consumer assurance and confidence.
MVR	Motor Vehicle Register	The official legal register of New Zealand Motor Vehicles. The register records information about vehicles on New Zealand roads and the persons responsible for their use.
NoA	Notice of Appointment	Details the roles and responsibilities for IOs, describes what they can expect from NZTA and vice versa.
PDI	Pre-Delivery Inspection	A check by the dealer to ensure the vehicle being supplied for sale matches the Type Approved specification.
	Results Only Checksheet	This is a checksheet product that replicates the recording of inspection outcomes in MVR. The Results Only version in most instances will be replaced by an eChecksheet version.
VIC System	Vehicle Inspection and Certification System	The new system for the capture of inspection data and results. It consists of a front-end for WoFs and PDIs and backend API services intended to evolve and support digital checksheets.
VINZ	Vehicle Inspection New Zealand	A private organisation that is also a provider of a range of automotive services for NZTA including inspections.
VIRM	Vehicle Inspection Requirements Manual	Originally this was a document of the rules and standards for VIs to adhere to. It is now online and a one-stop-shop for vehicle inspection standards, processes and information. The target audience is IOs and VIs.
VI	Vehicle Inspector	Person appointed by NZTA as an authorised vehicle inspector. The authority is likely to be limited to specific types of inspections. Employed by the IOs to carry out inspections and/or certifications at specific sites.
VTNZ	Vehicle Testing New Zealand	A private organisation that is also a provider of services for NZTA including inspections.
WoF	Warrant of Fitness	A regular check to ensure that a light passenger vehicle or trailer meets required safety standards.