

Site Requirements

For Warrant of Fitness and Certificate of Fitness Service
Delivery

Updated 29 September 2014



UPDATES

15 September: Administration: Certificate of Loading (CoL) printer and media, **dot matrix printer for check sheets if pre-printing from LANDATA**

15 September: Brake testing: CoF-A - Transport Agency-approved **plate or** roller brake machine for all classes of vehicle, except classes LC and LD and certain special vehicles where access to a Transport Agency-approved decelerometer and level test strip is the minimum that is required.

29 September: Clarification inserted regarding use of axle stands and creepers.

Site Requirements

The following table summarises the requirements for a site to be assessed as suitable for certificate of fitness (CoF) and warrant of fitness (WoF) service delivery from 1 November 2014. In addition to the requirements listed below, it's important to note the following:

- The inspecting organisation (IO) must continue to comply with the applicable requirements in this section.
- The IO is responsible for ensuring that the premises and equipment are in a good state of repair while conducting inspections, including checking that equipment meets manufacturers' requirements and is within any calibration certification.
- Brake performance testing equipment must be calibrated at least every 12 months, or more frequently if required by the equipment manufacturer, as well as following any maintenance that may alter the calibration¹.
- Inspections must take place in the inspection area using the approved or specified equipment unless otherwise permitted by the NZ Transport Agency (Transport Agency).
- It is the IO's responsibility to ensure that the inspection premises and equipment it uses comply with Occupational Safety and Health requirements, and any other relevant Acts, regulations and local bylaws.

¹ Note: revised on 20 May 2014 with the addition of "that may alter the calibration".

Feature	Minimum requirement	Examples and things to consider (these are not the only solutions)
Administration	<p>Access to the electronic Vehicle Inspection Requirements Manual eVIRM and portal for information and LANDATA or WoF Online to load inspection results. The equipment must be located and operated from a location where the public does not have access when staff are not present.</p> <p>Ability to provide Certificate of Loading certificates to CoF vehicles²</p> <p>Controlled documents (WoF/CoF labels, CoL labels and check sheets) must be securely stored. The secure area must be kept locked outside normal business hours and be protected from public access.</p>	<p>Check with the Transport Agency for minimum computer and device specifications and software requirements.</p> <p>Certificate of Loading (CoL) printer and media, <u>dot matrix printer for check sheets if pre-printing from LANDATA</u></p>
Access to and exit from inspection area	<p>No requirements; however, if the site has access restrictions for a particular standard legal size vehicle³, that vehicle will not be able to be inspected at the site.</p>	
Inspection area	<p>The inspection area needs to be situated within a building that has a roof, sides and doors made of permanent materials, and a solid and level floor so that a vehicle or vehicle combination remains stationary when parked in neutral with all brakes off, and there must be sufficient clearance (width, length and height) to allow doors to be fully opened and all inspection actions to be carried out.</p>	<p>Room for suspension test bars, room to view roof structure for corrosion/damage and raise vehicle, room to check headlamps.</p>
Lighting	<p>There must be sufficient suitable lighting in the inspection area, including underbody. An inspection lamp is also required.</p>	<p>Required for vehicle exterior, interior and underbody inspections. (If you meet AS/NZS 1680⁴ that will be suitable.)</p>

² Note: revised on 20 May 2014 with the minimum requirements changed from "Certificate of Loading (CoL) printer and media" to details as shown.

³ A 'standard legal size vehicle either meets Table 4.1 of the Land Transport Rule: Vehicle Dimensions and Mass 2002, or is a High Productivity Motor Vehicle.

⁴ Note: revised on 20 May 2014 from NZS 6703 to AS/NZS 1680.

Feature	Minimum requirement	Examples and things to consider (these are not the only solutions)
Underbody examination, including running gear	Ability to carry out inspection of the underside of the vehicle, including structure, running gear, steering, brake systems and suspension by means of a pit, hoist or fixed ramp.	<p>Examples:</p> <ul style="list-style-type: none"> • Four-post vehicle hoist and industrial-quality trolley jack. • Inspection pit with in-pit jack. • Two-post hoist with a method of completing laden steering test. • Inspection pit and industrial-quality trolley jack. • Four-post vehicle hoist with built-in jacking mechanism. • Fixed ramp and industrial-quality trolley jack. <p>(Note: axle stands and creepers will not be approved for use as part of the vehicle inspection of standard vehicles unless specifically permitted for use at a specified site).</p> <p>Steel test bar or similar for steering and suspension, or a steering or suspension test machine.</p>
Vehicle dimensions	Measuring device(s) appropriate for the vehicle being inspected. The measurement must be taken with a single measure.	Required to confirm interior and exterior vehicle dimensions, e.g. overall length, width or height or passenger service vehicle (PSV) seat spacing. A 3m and a 25m measuring tape will be appropriate for most vehicles.
Tyres	Device for measuring tyre tread depth.	Graduated tyre tread depth gauge.
Brake testing	<p>WoF - Access to a Transport Agency-approved decelerometer and level test strip, or a Transport Agency-approved brake testing machine.</p> <p>CoF-A - Transport Agency-approved <u>plate or</u> roller brake machine for all</p>	<p>Level access either side of a roller brake machine: such that the vehicle or vehicle combination remains stationary when in neutral with the brakes off; and that allows the vehicle to enter and exit the RBM in a straight line so that all axles can be tested correctly.</p> <p>CoF-A: A list of approved brake machines is still being developed. At</p>

Feature	Minimum requirement	Examples and things to consider (these are not the only solutions)
	<p>classes of vehicle, except classes LC and LD and certain special vehicles where access to a Transport Agency-approved decelerometer and level test strip is the minimum that is required.</p> <p>CoF-B – Transport Agency-approved roller brake machine (RBM) (refer to 'Heavy vehicle brake testing: CoF and entry certificate brake test protocol and procedure⁵). For certain special vehicles, access to a Transport Agency-approved decelerometer and level test strip will be required.</p>	<p>present, only RBMs approved for CoF are approved for CoF-A (see in-service VIRM). Not all plate brake testers are approved for CoF-A, contact the Transport Agency to find out more.</p> <p>Access to a Transport Agency-approved decelerometer and level test strip will be required if testing vehicles for which RBM testing is not appropriate or if the RBM is inoperative for any reason and you want to continue to offer CoF inspections temporarily while it is repaired or a replacement can be organised. For heavy vehicles, see approval requirements for alternative brake testing in heavy vehicle brake testing: CoF and entry certificate brake test protocol and procedure.</p>
	<p>Air gauge (minimum 1000kPa), and fittings that enable the air gauge to be attached to a duomatic coupling.</p> <p>Stopwatch or timing equipment.</p>	
Headlamps, including alignment	Commercial-quality optical headlamp beam tester (or for motorcycles only, a graduated light board).	
Vision	If checking light transmission through glazing using the optional light transmission measuring device, it must be calibrated.	A 35% VLT tint sample or a calibrated light transmission meter.
Tow connections	40mm tow pin wear indicator gauge.	Steel test bar for ball-race turntables or similar.

⁵ <http://www.nzta.govt.nz/resources/heavy-vehicle-brake-testing/index.html>

Feature	Minimum requirement	Examples and things to consider (these are not the only solutions)
for CoF-B inspections	50mm tow pin wear indicator gauge. 40mm tow eye wear indicator gauge. 50mm tow eye wear indicator gauge. Method of inspecting ball-race turntables.	
For PSV	Test bar and spring force scale for checking power-operated door closing force (refer to the in-service Vehicle Inspection Requirements Manual [VIRM] technical bulletin for test bar technical specifications).	
Note: for taxi meter calibration (CoF-A)	Surveyed test strip or calibrated rolling road. Meter seal kit. Stopwatch.	Not part of CoF inspection but required if you also want to carry out taxi meter calibration checks. Refer to technical bulletin in the VIR.