

The following requirements are referenced in the conditions of appointment as a Land Transport NZ approved site for Entry Level Certification for used light vehicles.

Please tick the authority requested:

LC, LD, LE

MA, MB, MC, MD1, MD2, NA

Premises Requirements

The floor of the inspection area must be even and level and made of material that will remain firm in all weather conditions. The inspection area must be situated within a building, which has a roof; walls and doors made of permanent building materials.

The following table shows (in metres) the minimum dimensions for vehicle access and inspection areas for light vehicles, which must be clear of any structural intrusions apart from the vehicle hoist and roller brake machine. If you are taking over an existing site it may have been approved under legislation that has now been superseded. The site must meet the following requirements to be approved under current legislation.

Minimum access, exit and turning circle specifications.

Specification	Vehicle Classes		Applicant to fill in this column	Reviewer confirmed
	LC, LD	LE, MA, MB, MC, MD1, MD2, NA		
Minimum access and exit width.	2.4 m	2.8 m		
Minimum access and exit height.	2.0 m	3.0 m		
Minimum level approach to roller brake machine (measured from the centre of the rollers)	2.0 m	5.0 m		
Minimum level exit from roller brake machine (measured from the centre of the rollers).	2.0 m	5.0 m¹		
Minimum turning radius	5.0 m	8.0 m		
Marked turning circle diameter	N/A	N/A		

¹ Reverse – off facilities must have a minimum level distance behind the brake rollers

Minimum dimensions

Specification	Vehicle Classes		Applicant to fill in this column	Reviewer confirmed
	LC, LD	LE, MA, MB, MC, MD1, MD2, NA		
Inspection area width.	2.4 m	4.0 m		
Inspection area height.	2.5 m	3.0 m		
Inspection area length	3.0 m	6.0 m		

Minimum under – body inspection area specifications

Available options		Vehicle Classes		Applicant to fill in this column	Reviewer confirmed
		LC, LD	LE, MA, MB, MC, MD1, MD2, NA		
At least one of the following as applicable					
Trolley jack and axle stands.		✓	WoF only		
Vehicle hoist		N/A	✓		
Inspection pit	Width	N/A	0.8-1.0 m		
	Depth	N/A	1.3 m		
	Length	N/A	4 m		

NOTE:

- a) The under – body inspection facility must be located and centrally aligned within the inspection area.
- b) The pit length is measured at the base of the pit and does not include any steps that may be located at the ends.
- c) There must be sufficient and suitable lighting provided for the under – body inspection (**minimum 400lux**).

Equipment

Equipment	Vehicle Classes		Applicant to fill in this column	Reviewer confirmed
	LC, LD	LE, MA, MB, MC, MD1,MD2, NA		
Lamps				
Commercial quality optical headlamp beamsetter	✓	✓		
Vision				
Calibrated electronic light transmission measuring device (lightmeter)	N/A	✓		
Brakes				
Access to level test strip	✓			
LTSA – approved roller brake machine (calibrated within the last 12 months)		✓	Make/model	
Calibrated equipment to measure disc runout	✓	✓		
Calibrated brake drum measuring device	✓	✓		
Calibrated brake disc measuring device	✓	✓		
Suitable container for sampling and checking brake fluid	✓	✓		
Seats and seatbelt anchorage's				
1 m straight edge	N/A	✓		
Spirit level	N/A	✓		
Plumb bob	N/A	✓		
Torque wrench	N/A	✓		
Running gear				
a) Two – post vehicle hoist (capacity)	N/A	Any one of a, b, c, d, e		
b) Four – post vehicle hoist with built in jacking mechanism (capacity)				
c) Four post vehicle hoist and industrial quality trolley jack (capacity)				
d) Inspection pit with in pit jack				
e) Inspection pit and industrial quality trolley jack				
Industrial quality hand held inspection lamp (minimum 750 lux)	✓	✓		
Leverage bar (steel or similar material) for steering and suspension		✓		
Graduated tyre tread depth gauge	✓	✓		
Vehicle dimensions				
3m measuring tape	✓	✓		
VIN				
VIN embossing machine	✓	✓		
Letter and number stamps	✓	✓		
Glass etching equipment	N/A	✓		
Rivet gun	✓	✓		

Ambient lighting, required for each hoist/pit area being used. Enter readings in space provided								
Location	Min'm lux	Hoist/pit 1	Hoist/pit 2	Hoist/pit 3	Hoist/pit 4	Hoist/pit 5	Hoist/pit 6	Hoist/pit 7
Right side	500							
Left side	500							
Front	500							
Rear	500							
Underbody	400							
Lighting during inspection, underbody, interior, engine and boot (Min'm 750lux)								

NOTE:

- a) Inspection area lighting should conform to New Standard Code of practice for Interior Lighting Design, NZS 6703:1984 or subsequent amendments
- b) Hand held lamp must be used when inspecting underbody, interior, engine and boot areas

Controlled Document Storage

Controlled documents (VIN equipment, WoF labels, vin plates, checksheets) must be securely stored . The secure area must be kept locked outside of normal business hours and be protected from public access.

Secure storage	Location	Reviewer confirmed

Computer Access and Operating System Min Windows 2000 or XP

Located where public have no access when staff are not present

Computer location	Reviewer confirmed
Computer Operating System (Minimum Windows 2000 or XP)	

Inspection Information

Information required	Reviewer confirmed
Land Transport NZ approved Vehicle Inspection Requirements Manual (Entry Certification)	
Land Transport NZ approved Vehicle Inspection Requirements Manual (In Service Certification)	
Land Transport NZ approved Performance Review System Manual (Entry Certification)	
Land Transport NZ LATIS Manual	
Land Transport NZ Pre-Registration Manual	
Land Transport NZ Infosheets	
TSDA Instructions for Entry certification	
TSDA Operational Bulletins	

Inspection Staff

Inspectors must be approved by Land Transport NZ	Applicant to fill in	Reviewer confirmed
Do you have a currently Authorised Inspector		
Will you be making a separate application to have someone tested and approved by Land Transport		

Compliance with statutory requirements

It is the applicant's responsibility to ensure that the inspection premises and equipment comply with:

- Occupational Safety and Health requirements, and
- Any other relevant Acts, regulations or local bylaws

NOTE:

Site plan must be included with application and must identify areas where structural and mechanical inspections are to be carried out.

The applicant must note any requirements from the standards for hand held lighting on the site plan, and in these cases must use hand held lighting during inspections.

Inspecting Organisation

Signature: _____ Date: _____

Name: _____ Title: _____

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Reviewed by: _____ Reviewer Signature: _____

Title: _____ Date: _____

Important:

ENSURE THIS FORM IS COMPLETED IN FULL AND ALL REQUIREMENTS ARE MET BEFORE THE APPLICATION FORM IS RETURNED TO VCU at TRC

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Overall result: Pass Fail

Reviewer's Signature: _____

Date: _____

Name _____

Title _____

Notes, Corrective Actions required and Recommendations:
