



Release of New LVVTA Forms and Schedules

This information sheet covers the release of the following documents:

- New LVVTA **FS Forms 001, 011, 012, and 013**
- New LVVTA **Compliance Plate Register**
- New LVVTA **Operating Requirements Schedule**
- New LVVTA **Modification Threshold Schedule**
- Re-release of **#s 1 – 5 NZHRA Technical Bulletins**

New LVVTA FS Forms 001, 011, 012, and 013

All of the four forms covered in this part of the Information Sheet are to replace your existing ones within your LVV Certifier Manual immediately, and must all be implemented by July 1 2003. This means you can start using them immediately if you wish, but all LVV Certifiers must be using them by no later than July 1 2003.

FS001 Statement of Compliance Form

This is the completely revised FS001, intended to solve the on-going difficulties experienced by most certifiers due to the form being unnecessarily complicated, and 'standards-focused' instead of being 'vehicle system focused'. It is almost exactly as shown and discussed at the last round of LVVTA Certifier Training sessions. The only changes that have been made since we discussed the form are in the formatting, and the way in which the form is to be used is exactly the same as agreed at the training sessions.

Whilst the implementation date for the use of the new FS001 is July 1, it is expected that any remaining queries or refreshers on the use of the new FS001 can take place at the next round of LVVTA training sessions, after which the consistent correct use of the form will be an achievable requirement for all LVV Certifiers.

This new form is to be inserted into Section 5 of your white LVV Certifiers' Manual, replacing both the existing FS001 and the existing FS002.

FS011 LVV Rectification Form

This form is mostly as shown and discussed at the last LVV training sessions, with only minor changes made since then.

The form has been changed to provide a customer complaints policy at the bottom, in order to fulfil your obligations of having such a policy under the LTNZ Performance Review System. Remember that if you are relying on this instead of a sign on the wall, you will have to get into

the habit of issuing the Rectification Form after all certifications, including those where no rectifications are required. An additional statement has been made under 'section B' to confirm to anyone reading the form that the vehicle has in fact complied with all requirements, and is only awaiting the compliance plate.

This new form is to be inserted into Section 5 of your white LVV Certifiers' Manual, replacing the existing FS011.

FS012 LVV Data Form

This form is mostly as shown and discussed at the last LVV training sessions, with a few changes as a result of requests by certifiers at those sessions, plus a few minor formatting changes.

This new form is to be inserted into Section 5 of your white LVV Certifiers' Manual, replacing the existing FS012.

FS013 Remaining Safety Item Form

This form is mostly as shown and discussed at the last LVV training sessions, with a few changes as a result of requests by certifiers at those sessions, mostly involving the box at the bottom right corner. It should now be easy for LVV Certifiers to make it clear whether the vehicle:

- does not have a fresh WoF or CoF, or WoF or CoF check-sheet, and the form has therefore been filled out by the LVV Certifier; or
- has a fresh WoF or CoF check-sheet as evidence of compliance with remaining (non-modification) items, and in this case a copy of the check-sheet is supplied and the FS013 is not filled out; or
- has a fresh WoF or CoF as evidence of compliance with remaining (non-modification) items, and in this case the WoF or CoF # is provided, and the FS013 is not filled out.

We have also stayed with the term 'remaining safety items' as LVV Certifiers see this as a clear differentiation from the 'modifications' they are certifying.

This new form is to be inserted into Section 5 of your white LVV Certifiers' Manual, replacing the existing FS013.

New LVVTA Compliance Plate Register

A requirement of the Performance Review System is that a register of any 'controlled documents' is maintained. In the case of LVV Certification, the only controlled documents are the compliance plates, therefore you are required to keep a track of these.

To assist you, we have provided a basic form that will enable you to do this. This should be filled out as each step of a LVV certification process occurs. Most certifiers who do a few

certifications say that something like this actually makes life easier, so it's not a bad habit to get into.

Note two things; one is that this is not an official LVV Certifier Manual document; and two, while you must have a compliance plate register of some sort, it doesn't have to be *this* one, so if you've already got something that's working – fine. Use this one if it's helpful; trash it if it's not.

Whichever register you do decide to use, keep it in Part 5 'Your Records' of your LTNZ Performance Review Manual.

New LVVTA Operating Requirements Schedule

Because of the new operating and administrative requirements LVV Certifiers have to meet, made necessary by the LTNZ Performance Review System, this information has to be provided somewhere.

LVVTA has established a new document within the LVV system called the 'Operating Requirements Schedule'. This is a document that is intended to provide you with all the 'rules of the game' in a (relatively) user-friendly language. This will be the document where, over time, everything you need to know about the operational and administrative side of the LVV certification system will sit. Until now, this information either didn't exist anywhere, or if it did, it was spread all over the place in documents you haven't got or can't find. LVVTA has requested that LTNZ allows us to gather up over time, all the non-technical information you need to know and put it into one document, which will live in your white LVV Certifiers' Manual. Please don't see this as more of the 'paper-war' – it really is to help you solve some of the paper-war side of your job.

The subjects it covers at this stage are what sort of premises you need, what equipment you need, what documentation you need, and just what extent of modifications you can certify under your certifier categories.

As time goes by, this Schedule will be updated and added to, so eventually everything you need to know of a non-technical nature will be in here, and you won't have to be referring to the LTNZ Compliance Rule, the LVV Code, the LTNZ Deed of Appointment, or the VIRM Introduction that LTNZ was to apply. LTNZ have been very helpful and co-operative over this, and we're very appreciative of them enabling us to make your lives easier.

This new schedule is to be inserted into Section 1 of your white LVV Certifiers' Manual.

New LVVTA Modification Threshold Schedule

Finally, the much-awaited list of modification that are not required to be lvv certified has been approved by all of the various sections within LTNZ. This information is going into the revised Vehicle Inspection Requirements Manual due out in the next month or so, but there is still a need for a stand-alone easy-reference document for everyone, including the LVV Certifiers, Police, WoF issuers, and the public. We still want to push LTNZ into issuing this document as an LTNZ Factsheet, however, even if we achieve that, I expect it will take some time. So, in the meantime, please distribute this document as widely as you wish – you are welcome to

copy it and provide copies to your customers, testing stations, garages, and whoever else you wish. Ultimately, it will save you guys a lot of wasted time if we can get this information out there.

This schedule is to be inserted into Section 4 (Charts) of your white LVV Certifiers' Manual.

Re-release of #s 1 – 5 NZHRA Technical Bulletins

The old NZHRA Technical Bulletins have been copied and re-issued as it appears many LVV Certifiers have lost their copies. Despite being originally issued around 7 years ago, they still contain useful information on important subjects.

These Bulletins are to be inserted into Section 4 (Charts) of your white LVV Certifiers' Manual.

Note that the 'Charts' section will be re-named 'Supplementary Information' at some stage in the future.

Finally...

As always, if you have any queries or require any further clarification relating to this Information Sheet, or any of the documents referred to within it, please feel to contact me at the LVVTA office on (09) 268-9550.

Tony Johnson
Technical Officer