



## Fixing of a LVV Certification Plate by another certifier

A new procedure is introduced by Issue 2 of the LVV Code [2.9 (5)] for the fitting of a LVV Certification Plate by a certifier other than the vehicle certifier.

Form **F005-MN** or **F005-L** is introduced to guide the certifiers involved in this procedure and provide confirmation to both the LVV Certifier responsible for the vehicle certification and Motor Safe [NZ] Ltd that the fitting of the Plate has been carried out correctly.

Please note the steps required for this procedure:

sequence	person taking action	action
a	Originating LVV certifier who carried out the LVV survey	<ul style="list-style-type: none"> <li>➤ When plate fixing by another certifier is required, <u>make the necessary arrangements direct with either another LVV certifier or a Vehicle Compliance Certifier</u> [normally employed by a Transport Services Delivery Agent (TSDA), currently AA, OnRoad, VINZ and VTNZ].</li> <li>➤ Complete the survey of the vehicle.</li> </ul>
b		<ul style="list-style-type: none"> <li>➤ On form <b>FS 015</b>, complete the details on parts 1, 2 &amp; 4 and sign off Part 3,</li> <li>➤ Clip FS015 to Page 1 of the Form-set, which is the Motor Safe Plate Order, noting 'as per FS015' on the Order under 're-direction'.</li> <li>➤ Send the Form-set, with the FS015, to Motor Safe in the normal manner.</li> </ul>
c	Motor Safe administrator	<ul style="list-style-type: none"> <li>➤ Send the completed Certification Plate to the certifier nominated on FS015 to fix the plate, together with the original FS015 showing the Plate # and a copy of the validated FS001.</li> <li>➤ At the same time, send a photocopy of the Plate to the originating certifier so that they can satisfy themselves that details are correct.</li> </ul>
d	Originating LVV certifier	<ul style="list-style-type: none"> <li>➤ Check details on plate are accurate, if they are take no action.</li> <li>➤ If details are in-correct, notify your nominated certifier and Motor Safe immediately to abort Plate fixing</li> </ul>
e	Certifier who is fixing the Plate	<ul style="list-style-type: none"> <li>➤ Carry out the Plate fixing, checking off Part 5 A to E of FS015 then sign the form off and <u>mail it to the originating certifier within two working days.</u></li> </ul>
f	Originating LVV certifier	<ul style="list-style-type: none"> <li>➤ Check that Part 5 of FS015 is checked and signed off by your nominated certifier, sign off Part 6 and post the original to Motor Safe.</li> </ul>
g	Motor Safe administrator	<ul style="list-style-type: none"> <li>➤ Enter the operation as complete on Part 7 and attach the original FS015 to the Form-set</li> </ul>

Please note that the originating LVV certifier remains responsible for a valid Plate being correctly attached to the correct vehicle. The correct use of FS015 protects your position in the compliance process.

Glenn Johnston  
**Executive Officer**

PO Box 75-790 Manurewa Auckland New Zealand  
phone 64 9 268 9550

Office - 6 Hill Road Manurewa Auckland  
E-mail adminlvvta@xtra.co.nz