

**Delegation of LVV Certification Plate Attachment
 by LVV Certifier to a Nominated Person**

A new procedure is introduced by Issue 6 of the LVV Code [2.10 (2)] for the fitting of a LVV Certification Plate by a nominated person other than the originating LVV Certifier. The details of the legal requirements that apply to this procedure are specified in Section 4 of the LVV Operating requirements Schedule.

In addition to the changes to the LVV Certification Plate attachment delegation requirements, you will also note that the process has been simplified. All plate attachment delegation will be carried out by the originating LVV Certifier, and there is no requirement for the F005 to be forwarded to the LVV Plate Production Manager to go with the vehicle's file. It is the originating LVV Certifier's responsibility to re-direct the plate, with the F005, ensure that the signed F005 is returned to him (the originating LVV Certifier), and then hold that F005 Form on file with his copy of the vehicle's F001. This minimises handling, and will provide evidence to Land Transport New Zealand if the need arises, that you have carried out the process required of you.

The LVV Plate Attachment Delegation Form F005-MN or F005-L has been amended to provide confirmation to the LVV Certifier responsible for the vehicle certification that the fitting of the Plate has been carried out correctly. This Information Sheet has also been amended to provide a guide for both the originating LVV Certifier and the nominated person to whom the responsibility for attaching the plate has been delegated, as to the process that must be followed when such delegation occurs.

Please ensure that the following steps are carefully followed when involved in LVV Certification Plate attachment delegation:

| <i>sequence</i> | <i>person taking action</i> | <i>Action</i> |
|-----------------|--|--|
| A | Originating LVV Certifier who carried out the LVV certification inspection | <ul style="list-style-type: none"> ➤ When plate fixing by Nominated Person is required, <u>make the necessary arrangements direct with the nominated person to fit the LVV Certification Plate on your behalf.</u> ➤ On form F005-MN or F005-L, complete the details on parts 1, 2 & 3. The Nominated Person is to be specifically identified, and the Form may not refer to just a Company's name. ➤ Check that details on the LVV Certification Plate are accurate, and if so, then forward the LVV Certification Plate to the Nominated Person with the original F005 and F001. ➤ If any details on the LVV Certification Plate are incorrect, notify your Nominated Person and the LVVTA Plate Production Manager immediately to abort Plate attachment, and arrange corrections to be made to the Plate. |

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| B | Nominated Person attaching the LVV Certification Plate | <ul style="list-style-type: none"> ➤ Carry out the LVV Certification Plate fixing, checking off Part 4 A to E of the F005, then sign the Form off and <u>mail it to the originating LVV Certifier within five working days</u> of attaching the LVV Certification Plate. |
| C | Originating LVV Certifier | <ul style="list-style-type: none"> ➤ When the original F005 is received, file for your records together with the vehicle's F001. |
| D | Originating LVV Certifier | <ul style="list-style-type: none"> ➤ If the original F005 is not received within 1 month of forwarding the LVV Certification Plate contact the Nominated Person and request attachment of the plate be carried out forthwith, along with the return of the filled out F005. ➤ If after a further 2 weeks from that request, the original F005 is not received, contact the LVVTA Plate Production Manager and advise the name of the Nominated Person and the details of the un-attached plate. This will enable further action to be taken by the LVV Plate Production Manager in order to either correctly complete the process, or have the vehicle ban-flagged by Land Transport New Zealand. |

Please note that in all cases, the originating LVV Certifier remains responsible for the correct attachment of a LVV Certification Plate to a vehicle. By following this procedure, and correctly using the F005, you will protect your position in the compliance process.

Tony Johnson

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