

### Introduction to LVV Operating Requirements Schedule (6<sup>th</sup> Amendment)

#### Background:

Since the LVV certification plate operations were returned to LVVTA at the end of 2006, a number of problems have been identified by LVVTA in relation to the correct application of the LVV Code, LVV Standards, and LVV Operating Requirements Schedule (ORS).

It became clear during 2007 and 2008 that improvements need to be made to the LVV certification system, in order to prevent reoccurrences of the difficulties that participants in the LVV system were experiencing, and to substantially improve the system in many ways.

#### Review of the ORS:

It was obvious that LVVTA needed to better define and explain a number of operational and procedural areas within the LVV certification system, so as to enable all LVV Certifiers to operate well, and consistently. It became clear that LVVTA also needed to do a better job in some areas of meeting its obligations to the New Zealand Transport Agency, and to provide the LVV Certifiers and the industry with better service and a broader mix of skill levels.

A big part of improving the whole 'LVV game' was to improve, clarify, and better detail the operational and procedural requirements within the LVV Operating Requirements Schedule. It was agreed that this work would be undertaken during 2009. A lot of work has gone into the review of the ORS, and LVVTA is appreciative of the assistance and support it has received from NZTA throughout this development process.

A principle objective of this ORS revision was to record in writing the many operational and procedural requirements that have been agreed by LVVTA and NZTA over the years but never recorded anywhere. By doing this, everyone – including members of the motoring public, the modification industry, the LVV Certifiers, and LVVTA – all have a set of ground rules to follow, that are available and accessible to everyone. This way, everyone knows what is expected, and our system is much more transparent.

There are a lot of aspects of the LVV system that we – LVVTA and those LVV Certifiers who have been in the system for a long time – understand, but very few others have the same understanding. A lot of effort has been put into the ORS to explain how things work, and why certain things are as they are within the LVV certification system. A preface section has been provided to give a general overview of the system, and each section contains an introductory sub-section that gives an over-view of that particular section. It is hoped that this sort of general information will help other people, including those in the modification industry, the motoring public, and members of the industry and Government agencies, to gain a better understanding of the LVV certification system.

This review process has resulted in the development of the recently completed and signed off 6<sup>th</sup> Amendment of the ORS, dated 1 February 2010.

## **Additions to the ORS:**

The previous version of the ORS – the 5<sup>th</sup> Amendment – consisted of 30 pages, whereas the latest version is 101 pages. This gives an indication that the number of additions to the document is considerable. All existing sections of the ORS have been reviewed and expanded, and a number of new sections and sub-sections have been introduced.

The subject areas that these new sections cover include the following:

- Documentation development
- Provision of documentation
- Required documentation
- Submission of documentation
- Technical documentation analysis
- Non-disclosure of information
- Additional LVV Certifier categories
- Basic inspection principles
- Variations from technical requirements
- Remedial work inspection
- Retrospective LVV certification
- Dual-LVV Certifier certification
- LVVTA Technical Advisory Committee
- LVV Working Groups
- Basics of the LVV certification process
- Plate production service requirements of LVVTA
- Service requirements of LVV Certifiers
- Communication requirements
- LVV Certifiers' Insurance Club
- LVV system training programmes
- Agency Performance Review System
- General LVV complaint procedures
- Internal complaints resolution process
- Peer review process
- LVV Certifier monitoring
- LVV Certifier mentoring
- LVV Certifier competence re-assessment
- LVV Certifier competence record-keeping
- Disciplinary action against an LVV Certifier

**Discussion and implementation:**

The additions to the ORS will form the basis of much of February's training content, so LVV Certifiers are invited to review the document prior to the training sessions, and bring with them any questions for discussion.

Please note that whilst the ORS is dated 1 February 2010, it does not take effect until 1 March. This enables all LVV Certifiers the opportunity to understand any areas they are unclear on at the LVV Certifier training sessions before they put the requirements of the ORS into effect.

If any LVV Certifiers require any assistance on the changes and additions to the ORS that don't get covered at the LVV Certifier training sessions, please contact the Wellington LVVTA office on (04) 238-4343.