

Helping New Zealanders Build & Modify Safe Vehicles



Release of Operating Requirements Schedule Chapters

► Introduction

A major part of the ongoing redevelopment of the LVVTA Operating Requirements Schedule (ORS) has been splitting the original document into individual chapters, each relating to a certain part of the LVV certification system. After the first three chapters (Chapters 3, 4, & 5) of this new ORS format were released in late 2024, transformation of the rest of the ORS into this new format is almost complete, and the bulk of the new chapters have been signed off by the NZ Transport Agency.

► Chapter Format

The benefits of having the ORS in an individual chapter format are twofold; it makes it easier for the end user to find the information they need, and it speeds up development – when an update or change is needed, it means only the affected Chapter needs to be re-released, rather than the entire document.

The individual chapters are as follows:

Chapter 1 - Background to LVV Certification System (as the name suggests) sets out the origins and purpose of the LVV certification system.

Chapter 2 - Vehicle Classifications outlines the definitions of Modified Production and Scratch-built vehicles.

Chapter 3 - Certification Categories details the limitations of modifications that an LVV Certifier can assess.

Chapter 4 - Certifier Background Criteria gives an idea of the type of skills and experience a person needs if they want to become an LVV Certifier.

Chapter 5 - Certifier Application & Appointment outlines the requirements and steps to becoming an LVV Certifier.

Chapter 6 – Documents, Equipment, & Premises sets out the resources that an LVV Certifier needs in order to do their job.

Chapter 7 - LVV Certifier Conduct & Service contains the expectations around LVV Certifier conflict of interest, communication, and service to the public.

Chapter 8 - LVV Certification Inspection Procedures explains how an LVV certification inspection should be carried out.

Chapter 9 - Submission of Certification Files provides guidance to LVV Certifiers about how to prepare and submit their LVV Certification File for a vehicle they have inspected.

Chapter 10 - File Review System describes LVVTA's roles and responsibilities in reviewing or auditing a completed LVV certification application.

Chapter 11 - Certifier Error Recording Reporting details the processes around coaching and improvement of certifier performance.

Chapter 12 - Certification Plates & Labels sets out requirements for use of Electronic Data Plates and other LVV certification plates, Authority Cards, and labels.

Chapter 14 - LVVTA Services & Support explains LVVTA's role in supporting LVV Certifiers, the NZ Transport Agency (and other Government agencies), and the wider motoring public.

Chapter 15 - LVVTA Committees & Working Groups provides information about the various committees and decision-making groups engaged by LVVTA as part of the LVV certification system.

Chapter 16 - LVVTA-NZTA Co-regulatory Relationship sets out the individual and joint roles in the LVV certification system between LVVTA and NZTA, and how the two organisations work together.

The changes to the ORS are not simply to its format. As part of the redevelopment, the ORS has largely been rewritten and updated – so the differences between the old ORS document and the new Chapters are too innumerable to list individually in one Information Sheet. There have been major updates to most sections, including those relating to LVV certification category limitations, travel and geographic coverage, the application process to become an LVV Certifier, and updates to processes around Electronic Data Plates. LVV Certifiers are advised to read and familiarise themselves with the new ORS, and for any clarification or questions, to contact the LVVTA office.

► Finally

The updated chapters of the *LVVTA ORS* can be downloaded free of charge from <https://www.lvvta.org.nz/>.

If you have any queries or require any further clarification relating to this information sheet, please contact a member of the LVVTA technical staff by emailing info@lvvta.org.nz.



FOR FURTHER INFORMATION PLEASE CONTACT YOUR LVV CERTIFIER, OR LVVTA.