

INFORMATION SHEET# 10 - 2005 (V1 November 2005)

Low Volume Vehicle Certification Operations Roles and Responsibilities

With the changeover from the Land Transport Safety Authority to Land Transport New Zealand, it is timely to review the roles and responsibilities of the parties involved in the application of the low volume vehicle certification process first outlined by LVVTA Information Sheet # 04-2000 in July 2000, then revised in 05-2002.

Land Transport New Zealand and the Low Volume Vehicle Technical Association Incorporated wish to reaffirm that the agreed responsibilities between the parties are to continue as set out within this Information sheet.

The following chart, largely unchanged, although more clearly defined, from the 05-2002 version, is a reminder to the parties involved in the application of the Low Volume Vehicle Code, of their roles and responsibilities. The 05-2002 Information Sheet is now withdrawn.

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<p>Modifiers & constructors are persons who change a vehicle to meet their individual needs in a way that may affect its compliance with legal requirements. Modifiers and constructors include persons or organisations working on their behalf.</p>	<p>Modifiers and constructors must:</p> <ol style="list-style-type: none"> 1. know what changes make their vehicle a Low Volume Vehicle (LVV); and 2. know the technical requirements applying to that change; and 3. ensure that their vehicle is fit for purpose and road legal prior to low volume certification inspection; and 4. know the basic steps for LVV certification, including what evidence they need to produce for LVV certifiers to complete the process.
<p>Entry & In-service certifiers are appointed by Land Transport New Zealand (Land Transport NZ) to inspect vehicles and verify their compliance with legal requirements.</p>	<p>The operations carried out by these inspectors or inspecting organisations are 'entry' to registration, and 'in service' to issue warrant of fitness (WoF) and certificate of fitness (CoF).</p> <p>Inspectors and inspecting organisations involved in 'Entry' or 'In Service' operations are responsible for, before registering it or, as applicable, issuing it with a WoF or CoF, ensuring that a vehicle they have reason to believe has become a LVV due to its construction or modifications:</p> <ol style="list-style-type: none"> 1. is fitted with a valid LVV Certification Plate; and 2. the LVV certification plate accurately describes the modifications present on the vehicle.
<p>Low Volume Vehicle (LVV) Certifiers are appointed by the Director of Land Transport NZ to verify that each LVV complies with</p>	<p>An LVV certifier is responsible for ensuring that:</p> <ol style="list-style-type: none"> 1. the LVV complies with all applicable legal requirements, and is safe, using procedures and technical requirements specified by

<p>applicable requirements [which include Regulations, Rules, the LVV Code, LVV standards and any guidance issued by the Director or the Low Volume Vehicle Technical Association (Inc) (LVVTA), and by using their judgement to ensure that each LVV is fit for service.</p>	<p>the LVVTA under the LVV Code to provide evidence of compliance for each vehicle; and</p> <ol style="list-style-type: none"> the documents required by those procedures are submitted to the LVV certification plate administrator as a permanent record of verification of compliance and safety, accompanied by a signed statement of compliance [F001], to make up a complete Form-set for each LVV; and the certification plate issued by the LVV certification plate administrator is affixed to the LVV; and training is undertaken in both the application of the LVV Code and their contractual role with Land Transport NZ, as provided by the LVVTA; and the performance review system instituted by Land Transport NZ for continuous self-improvement is participated in; and co-operation is provided to Land Transport NZ and LVVTA in the areas of coaching, up-skilling, resolution of problems, and settling of complaints and disputes. <p>LVV certifiers are the one group that is in constant contact with modifiers and constructors. As such, they have a very important role as a window of communication between the modifiers and other groups with the aim of improving the LVV system.</p>
<p>LVV Certification Plate administrator is appointed by Land Transport NZ and LVVTA, through their 'Agreement to Operate Under the LVV Code' document.</p>	<p>The LVV certification plate administrator is responsible for:</p> <ol style="list-style-type: none"> the issue of LVV certification plates in accordance with the LVV Code and the Agreement to Operate between Land Transport NZ and LVVTA, withholding a plate only when there is reason to believe, either from omissions or errors in the form-sets that it is likely that a vehicle may be illegal or unsafe to operate; and keeping the certification form-sets and related documentation required to ascertain the validity of each LVV certification for the required period of time; and maintaining the modification declaration certificate database, and providing copies of these as required; and informing the public on the location of appointed certifiers and the operation of the LVV scheme generally, upon request; and forwarding any technical queries relating to LVV issues that may arise, either through general plate administrative operations or relating to specific certification plate applications, to LVVTA.
<p>Vehicles Section of Land Transport New Zealand [Land Transport NZ] is a crown-owned entity, the Director being charged with controlling entry into, and exit from, the Land Transport System.</p>	<p>Vehicles Section of Land Transport NZ is responsible for:</p> <ol style="list-style-type: none"> complying with the joint 'Agreement to Operate Under the LVV Code' between Land Transport NZ and LVVTA; and the approval and co-signing with LVVTA of any changes to the LVV Code, the LVV Standards, or other documents of a technical nature, and the amendments to any of those documents; and providing assistance and advice as required by LVVTA, in order to enable LVVTA to operate effectively; and liason with LVVTA on any matters that Vehicles Section are involved in that could affect LVV operations.
<p>Vehicle Certification Unit of Land Transport New Zealand [Land Transport NZ] is a crown-owned entity, the Director</p>	<p>Vehicle Certification Unit (VCU) Section of Land Transport NZ is responsible for:</p>

<p>being charged with controlling entry into, and exit from, the Land Transport System</p>	<ol style="list-style-type: none"> 1. complying with the joint 'Agreement to Operate Under the LVV Code' between Land Transport NZ and LVVTA; and 2. liaison with LVVTA on any matters that VCU are involved in that could affect LVV operations; and 3. the referral of queries and problems relating to LVV matters, that require technical advice to the LVVTA; and 4. the appointment of qualifying persons to be LVV certifiers in accordance with the LVV Operating Requirements Schedule, in liaison with the LVVTA; and 5. the approval of the LVV Operating Requirements Schedule and lower level procedures and documentation (documents other than LVV Code, LVV Standards, and other documents of a technical nature) proposed by the LVVTA; and 6. the application of a standardised performance review system by which to measure the output performance of each certifier; and 7. liaison with the LVVTA in the establishment and operation of performance review programs to ensure that they are consistent with the LVV Code and the needs of the LVVTA; and 8. working with LVVTA to provide, where a LVV certifier has shown a shortfall in knowledge or ability, the opportunity to up-skill and improve through coaching and training; and 9. carrying out disciplinary action, and the suspension or revocation, of the appointments of LVV certifiers (who repeatedly fail to maintain an acceptable level of safety-related output quality); and 10. utilising LVVTA resources as required for the inspection and assessment of low volume vehicles under review, investigation, or complaint; and 11. utilising LVVTA resources as required for the training of Land Transport NZ staff on the application of the LVV Code; and 12. liaison with LVVTA to measure the quality and performance of the LVV system, with the aim of maintaining and improving the integrity and security of the LVV certification system.
<p>Low Volume Vehicle Technical Association Inc. [LVVTA] is the interest group empowered by legislation to develop and maintain the LVV Code. The Code is the document that specifies the way that the LVV process is applied, as required by the Land Transport Rules.</p>	<p>LVVTA is responsible for:</p> <ol style="list-style-type: none"> 1. complying with the joint 'Agreement to Operate Under the LVV Code' between Land Transport NZ and LVVTA; and 2. the establishment and maintenance of the LVV Code, LVV Standards, LVV Operating Requirements Schedule, LVV certifier procedures, and other documentation relating to low volume vehicle certification, and related operating systems; and 3. providing the source of technical support and advice to LVV certifiers on LVV issues; and 4. providing training of LVV systems and procedures to LVV certifiers through formal and informal training regimes; and 5. providing, where a LVV certifier has shown a shortfall in knowledge or ability, opportunities for the certifier to up-skill and improve through coaching and training; and 6. providing technical support and assistance, as required, to the LVV certification plate administrator; and 7. providing to the LVV certification plate administrator, as required by agreement of LVVTA and Land Transport NZ, a

	<p>technical monitoring process of certification form-sets of individual LVV certifiers; and</p> <ol style="list-style-type: none"> 8. the development of specialised technical low volume solutions to resolve equipment problems with both high-volume and low volume motor vehicles; and 9. the development and production of specialised equipment for use in LVV certification; and 10. promoting awareness and understanding of the LVV system to interested parties through motoring publications, trade shows, and newsletters; and 11. supplying, upon request, technical advice and training for NZ Police staff, and motor industry groups and bodies, on the application of the LVV Code; and 12. co-operating with VCU in relation to providing LVVTA resources as required for the inspection and assessment of low volume vehicles under review, investigation, or complaint; and 13. co-operating with VCU in relation to providing LVVTA resources as required for the supply of technical advice and training of Land Transport NZ staff on the application of the LVV Code; and 14. keeping Land Transport NZ informed on issues relating to the operation of the LVV Code, acting as spokesperson for member groups, and members of the public who wish to build and modify vehicles; and 15. providing advice on the low volume vehicle certification operations to all interest groups, through the application of the LVV Code; and 16. providing technical support and advice on the modification and construction of low volume vehicles to interest groups and the public, through the LVV Standards, and the technical manuals of its member association.
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