

Understanding Repair Certification

A Guide to Repair Certification for Vehicle Owners and Repairers



Supporting New Zealand's Repair Certification Industry

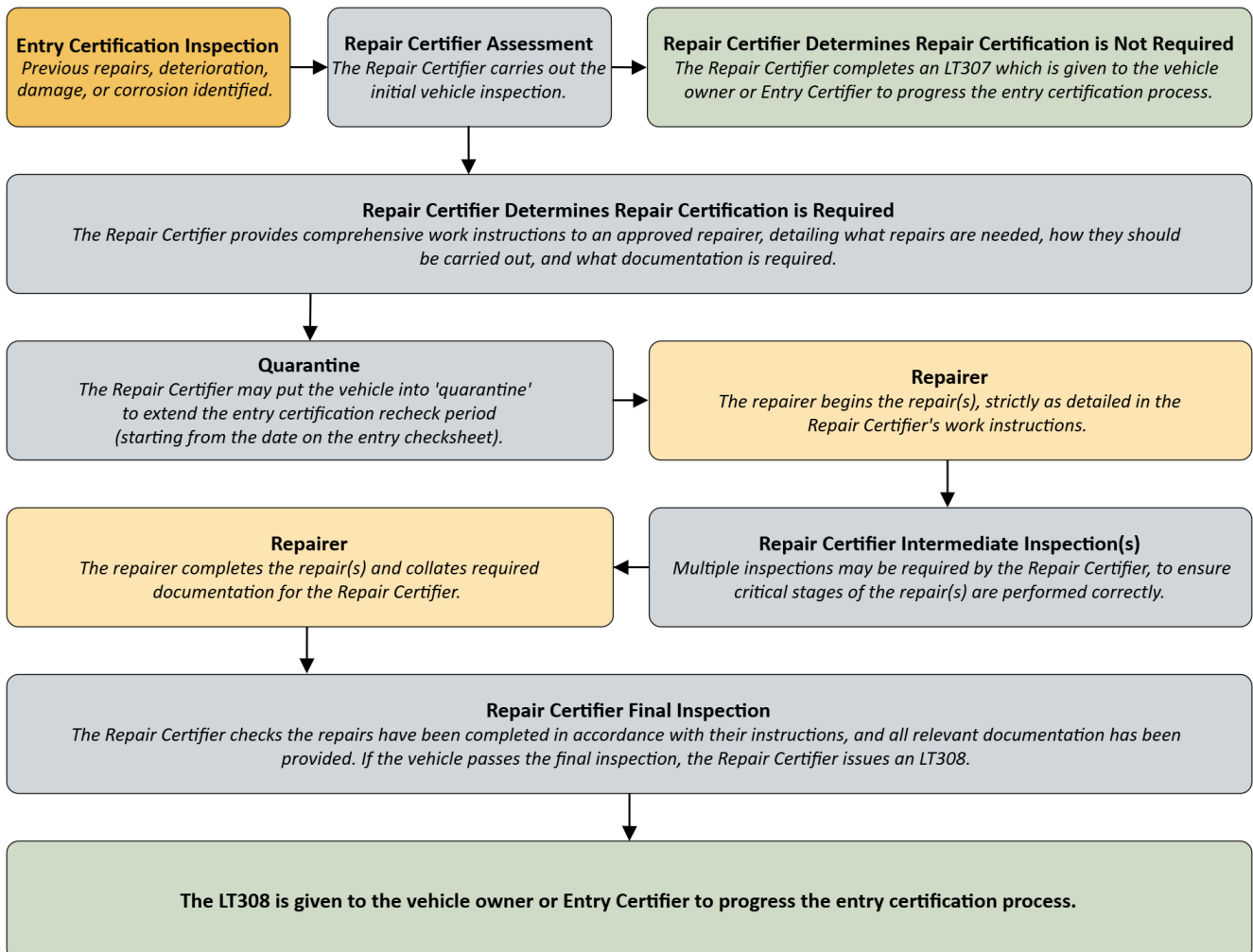
About RepairCert NZ Information Sheets
These Information Sheets have been developed to provide operational information to Repair Certifiers, to assist them in correctly carrying out their repair certification responsibilities.

Purpose

To provide an overview of the light vehicle repair certification (repair certification) process to help vehicle owners and repairers with their understanding of what is required when a vehicle is repair certified.

Overview of the Repair Certification Process

The flowchart below illustrates the basic steps involved in the repair certification process, which is explained more fully in the following pages of this Information Sheet.



The Entry & Repair Certification Process - Information for Vehicle Owners



There will be separate fees for the entry certification and repair certification inspections, as well as the costs for any required repairs/rectifications, all of which are payable by the vehicle owner.

Entry Certification

All used vehicles entering or re-entering the NZ fleet are required to go through a compliance inspection performed at an approved entry compliance centre by a Transport Service Delivery Agent (TSDA) before they can be registered for use on the road. This inspection is carried out by an Entry Certification Vehicle Inspector (Entry Certifier).

- A vehicle entering the fleet for the first time is most likely to be one that has been imported.
- Most vehicles re-entering the fleet go through the registration process, either due to a lapsed registration or because they were de-registered following accident damage, malicious damage, or mechanical issues.

If the Entry Certifier identifies signs of previous repairs, damage, deterioration, or corrosion to any of the specific aspects of the vehicle for which a Light Vehicle Repair Certifier (Repair Certifier) is responsible, the Entry Certifier must refer the vehicle to a Repair Certifier for assessment.

The Entry Certifier will notify the vehicle owner if the vehicle requires assessment by a Repair Certifier.



Caution: Contact your local Repair Certifier before any work commences.

Repair Certification

Initially, the Repair Certifier will inspect the whole vehicle for any previous repairs, damage, deterioration, or corrosion to specific aspects of the vehicle to determine if repair certification is required. The specific aspects of the vehicle that a Repair Certifier is responsible for are the structure, chassis, body-to-chassis attachment, suspension, and occupant protection systems. The Entry Certifier is responsible for all other aspects of the vehicle.

If the Repair Certifier determines the vehicle does not require repair certification (i.e., the damage/previous repairs identified by the Entry Certifier are minor, and do not require any corrective repairs), they will issue an *LT307 (No Repair Certification Required Declaration - Light Vehicle)*, which is given to the vehicle owner or Entry Certifier, to progress the entry certification process.

For any previous repairs, the Repair Certifier may require components and coatings to be removed to enable a more in-depth inspection to assess the full extent and quality of the repairs.



Quarantine: If the Repair Certifier determines the repairs may take longer than the 21-day recheck period allowed by the entry certification fail sheet, the Repair Certifier may put the vehicle into 'Quarantine'. Putting the vehicle into 'Quarantine' effectively puts the recheck period on hold (to avoid the vehicle requiring an additional full entry certification inspection) and allows for a period of up to 180 days and 100 km travel if required, for repair and repair certification purposes.

If repair certification is required, the Repair Certifier will provide instructions on what repairs are needed and how they should be completed to restore the vehicle to within safe tolerance of its state when manufactured. These instructions must be provided to a repairer **before** any repair work commences. Repairs can only be carried out by a repairer who is approved by the Repair Certifier (the Repair Certifier **cannot** carry out any repairs themselves other than minor rectifications up to a total value of \$500).

Depending on the complexity of the repairs, the Repair Certifier may need to inspect the vehicle multiple times during the repair process (before priming and painting), and may also require:

- a wheel alignment report
- a 3-dimensional measuring report
- an ABS/SRS report and any other calibration required
- any other reports that may be necessary, depending on the extent of the damage or repairs.

The completed repairs will undergo a final inspection, and if all requirements are met, the Repair Certifier will issue an *LT308 (Light Vehicle Repair Record of Certification)*, and the vehicle can go back to the compliance centre (along with the completed *LT308*) for a recheck by the Entry Certifier.



Usually, the process begins with an Entry Certifier. However, a vehicle may be taken to a Repair Certifier first (usually this happens if the vehicle is undergoing a full restoration, needs extensive repairs, and/or parts may be difficult to source, which could take longer than the entry/repair quarantine period would allow for). Once the repair certification process is finished, the vehicle will go to an Entry Certifier.

The vehicle cannot be put into quarantine prior to being inspected for entry certification.

The Repair Certification Process - Information for Repairers

It is strongly recommended that repairers involve a Repair Certifier prior to, and throughout, the repair process, giving the Repair Certifier the opportunity to inspect the vehicle at the required stages. Otherwise, the Repair Certifier may request the removal of parts of the repair, including body filler and protective coatings such as underseal and paint (a Repair Certifier can also require vehicle repairs to be completely redone). In some circumstances, a Repair Certifier may be unable to proceed with the repair certification process if they cannot be satisfied that the repairs are up to the required standard.

Initial Inspection

The Repair Certifier must inspect the vehicle **before** any repairs are undertaken.

After an initial inspection of the vehicle, the Repair Certifier will issue the work instructions. These instructions will include details on what repairs are required, and the repair methods that are to be used to carry them out. These instructions must be strictly adhered to, and any deviations must be approved by the Repair Certifier prior to the work being carried out. The repairer must make sure they fully understand the Repair Certifier's work instructions, and seek clarification on anything they are unsure of.

The Repair Certifier will list relevant documents they require on the work instructions, which may include (but are not limited to):

- vehicle manufacturer's repair specifications
- collision repair information
- a pre-scan of the vehicle's electronic safety systems
- a pre-repair vehicle measurement report
- proof of current calibrations for vehicle measuring systems
- 3D or Trammel Measurement Report (signed by the technician)
- PPSR (Australian vehicles)
- auction house images
- repair technician qualifications (post-1990 vehicles require national qualifications and I-Car welding certification)
- ADAS Declaration
- SRS/ABS Declaration
- Glass Bonding Declaration
- Mechanical Diagnosis and Repair Declaration
- Second Hand Replacement Components Declaration
- Salvaged Airbag Statement
- Wheel Alignment Report within manufacturer's tolerances (technician must be approved by the Repair Certifier)
- Vehicle Electrical Report (technician must be approved by the Repair Certifier)

- parts invoices
- outwork invoices (e.g. glass, mechanical, or electrical)
- documented evidence of previous repairs/restoration (to support the Repair Certifier's decision-making process).

Intermediate Inspection(s)

As repairs progress, the Repair Certifier will conduct intermediate inspections when required to ensure repairs are being carried out correctly as they have instructed. Depending on the complexity of the repairs, multiple intermediate inspections may be necessary. If the Repair Certifier requires the repairer to follow the Vehicle Manufacturer's Information (i.e. Body Repair Manual procedures/repair specifications etc.) a copy of the relevant information must be provided for the Repair Certifier to review during inspections and retain for their records.

If any additional damage is identified (after parts or any outer panels have been removed), the repairer must contact the Repair Certifier to determine if additional inspections are required.

The Repair Certifier will need to inspect the vehicle repairs in bare steel, after any welding, and prior to the application of body filler. If the Repair Certifier cannot confidently determine repairs are done correctly, they may require re-work of repaired areas until they are satisfied.

Final Inspection

Once repairs are complete, the Repair Certifier will assess whether they have been carried out as instructed and all documents have been provided.

Issue of Certification

If the Repair Certifier is satisfied with the completed repairs and associated documentation, the Repair Certifier may issue the *LT308*, a copy of which will be given to the vehicle owner or Entry Certifier.



Caution: All inspections must be conducted in person by the Repair Certifier, they cannot be delegated to a repairer or vehicle owner. Photographs supplied by a repairer or owner cannot be used as a substitute for a Repair Certifier's physical inspection. Failure to involve a Repair Certifier at the correct points of the repair may result in significant re-work or the repair certification being rejected.



FOR FURTHER INFORMATION PLEASE CONTACT REPAIRCERT NZ.

Disclaimer: This document has been developed by subject matter experts for use by industry professionals and is based on the best available information at the time of its development. It is intended to provide general guidance and information to qualified professionals with the knowledge to interpret and apply the content appropriately. Technical standards, specifications, and regulations are subject to change, and users are responsible for verifying the relevance and accuracy of the information with current standards and best practices. RepairCert NZ makes no warranties or representations, express or implied, regarding the correctness, completeness, or suitability of the information for any particular purpose. Any reliance on the information provided is at the user's own risk.