

## Heavy Vehicle Repair Certification



Supporting New Zealand's Repair Certification Industry

### About RepairCert NZ Information Sheets

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

## Purpose

To provide information and processes for Repair Certifiers who have been appointed by NZTA to certify specific heavy vehicle repairs.

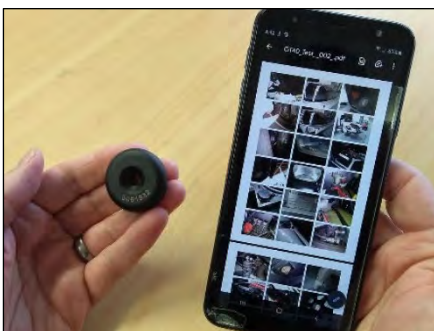
## Background

In conjunction with RepairCert NZ, NZTA has approved the appointment of suitably experienced Repair Certifiers to certify specific heavy vehicle repairs.

The heavy vehicle repair certification process is similar to that already followed by Repair Certifiers, however there are a few important differences:

- Instead of the LT308, heavy vehicle repair certification information will be entered into a Heavy Vehicle Repair Record of Certification Form (which must be included in the Repair Certification File).
- An Electronic Data Plate (EDP) and LVVTA sticker must be fitted to each vehicle.
- The Repair Certification File and repair methods must be approved by RepairCert NZ, and the EDP activated before the repair certification is accepted as 'valid'.
- The repair information and images will be available to view via the EDP.

## Electronic Data Plates



The EDP system is maintained by the Low Volume Vehicle Technical Association Inc (LVVTA) on behalf of RepairCert NZ.

The EDP is a bit larger than a \$2 coin and links to an online database containing the repair information (LT400), and the initial, progress, and final inspection images of the vehicle repair.

The system utilises contactless Radio Frequency Identification (RFID) technology for wireless transmission of information. Batteries are not required; much like the security tags on clothing in retail stores, the chip is activated by a signal from the RFID.

An RFID reader can be used to scan the EDP (at close range) to access the database, and once read, the information is automatically presented on screen. The information can also be accessed manually online by visiting the 'Lookup' page on the LVVTA website at <https://lookup.lvvt.org.nz/> and entering the EDP serial number together with the last six digits of the vehicle's VIN number.

Many newer smartphones have RFID reader technology built in, known as NFC (Near Field Communication), but if not, an NFC app can be downloaded from the App Store (iPhone) or Google Play Store (Android).

## Requirements

### Heavy Vehicle Repair Certification

Heavy vehicle repair certifications must be carried out within the specified parameters of the NZTA Repair Certifier's Notice of Appointment (NoA).

Heavy vehicle repair certification requires the use of an EDP, at a cost of \$235.19 plus GST per certification (the cost of which will be invoiced to the Repair Certifier on receipt of the Repair Certification File, and is payable to LVVTA).

EDPs are 'controlled documents', and their location and allocation are to be recorded in the Repair Certifier's Performance Review System (PRS).

Current ADAS, SRS, and Glass Bonding Declaration forms remain valid for heavy vehicle repair certification purposes, and where appropriate must be used depending on the type of repairs.

The appointment of the Repair Certifier to certify heavy vehicles will be made available to the public by NZTA and RepairCert NZ.

### Repairers

All heavy vehicle repairers are required to be qualified in welding; an I-CAR welding certificate will suffice for this requirement (monocoque and cab body panels only).



**Note:** Follow Light Vehicle Repair Certification VIRM, Technical Bulletin 8 (Repairer categories, capabilities, and requirements): [Repairer categories, capabilities and requirements](#) | [Vehicle Inspection Portal \(nzta.govt.nz\)](#).

## Additional Information

### Notice of Appointment Details

Repair	Limitations	Certification Criteria
<b>Monocoque Structural</b>	Excludes Passenger Service Vehicles (PSVs) unless written permission has been obtained from The Director.	Light Vehicle Repair Certification VIRM
<b>Cab Panel *</b>	Excludes Passenger Service Vehicles (PSVs) unless written permission has been obtained from The Director.	Light Vehicle Repair Certification VIRM

\* For accident damage repairs to a cab over chassis, the Repair Certifier may need to refer the chassis, and/or steering and suspension checks to a Heavy Vehicle Certifier and the repair certification will be for repairs to the cab only.

### Passenger Service Vehicle (PSV)

Approval for the Repair Certifier to certify a PSV vehicle must be obtained from NZTA, by emailing RepairCert NZ at [info@repaircert.nz](mailto:info@repaircert.nz), and providing the following information:

- Vehicle make, model, year, and VIN/Chassis number.
- Photographs of the vehicle, and damage.
- A description of the damage.

### Managing EDP Stock Levels

RepairCert NZ tracks the supply and distribution of EDPs, but monitoring individual stock levels is the responsibility of each Repair Certifier. To order EDPs and/or stickers, email [info@repaircert.nz](mailto:info@repaircert.nz) and these will be sent by courier ASAP.

If a vehicle is already fitted with an EDP, this can be photographed and included in the Repair Certification File, and the EDP on the vehicle will be updated with the repair certification information, once completed.

### Recording the EDP Number on the Repair Certifier's Register

This will be up to the individual Repair Certifier to manage but slightly tweaking their current repair certification register is likely to be all that is needed.

RepairCert NZ suggests using the EDP number in place of the LT308 number.

### Professional Indemnity Insurance

If the Repair Certifier has their own insurance cover, they must ensure it includes coverage for heavy vehicle repair certifications. However, if the Repair Certifier is enrolled in the RepairCert NZ Repair Certifiers' Professional Indemnity Group Insurance Scheme, coverage for heavy vehicle repair certifications is automatically included, subject to the same policy restrictions and conditions.

### Heavy Vehicle Team File Review

Heavy Vehicle Repair Certification Files may also be reviewed by the NZTA Heavy Vehicle Certification Team.

## Process

### Step 1: Initial Inspection

- The vehicle is inspected, and initial photographs taken.
- The Heavy Vehicle Repair Record of Certification Form is started, and repair instructions added.
- Repair instructions are given to the repairer.

### Step 2: Progress Inspection

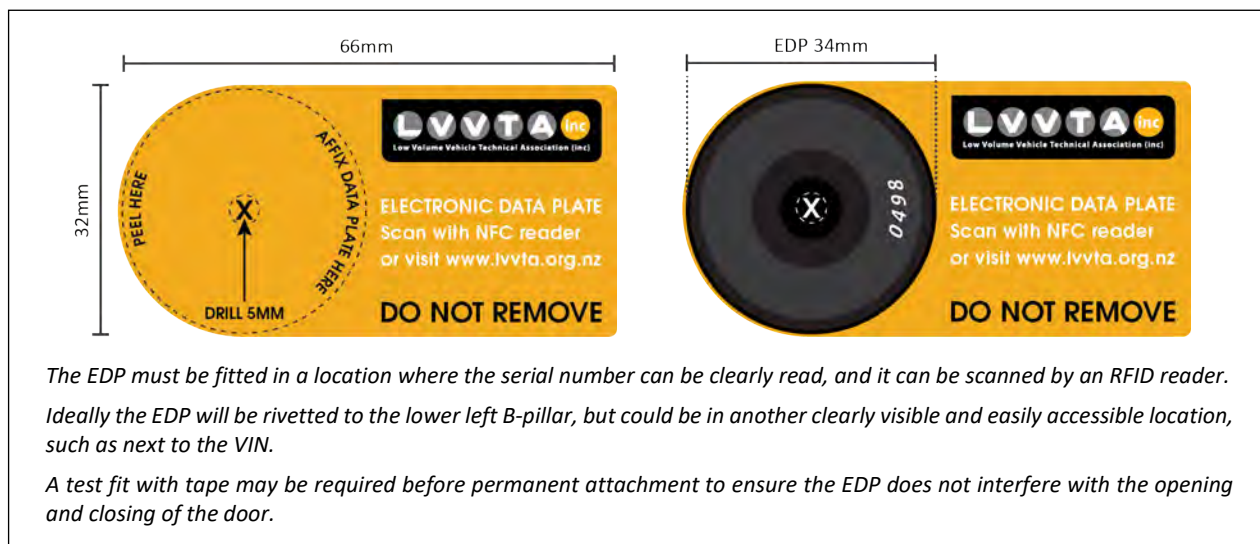
- The vehicle is inspected, and progress photographs taken.



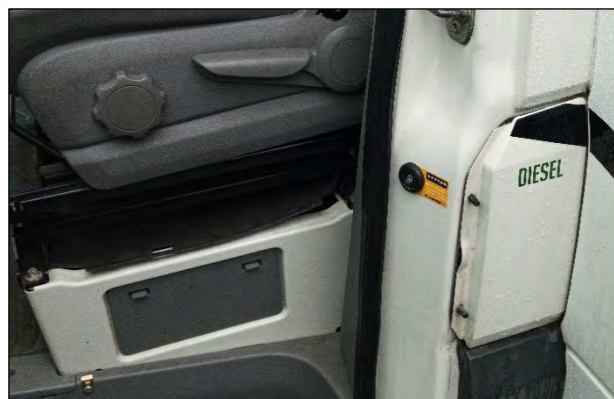
**Note:** More than one progress inspection may be required, depending on the type of repair.

### Step 3: Final Inspection

- The vehicle is inspected.
- The Repair Certifier attaches the LVVTA sticker and EDP to the vehicle (if the repair meets requirements).



- Final photographs are taken, including the EDP affixed to the vehicle with the EDP number clearly readable, and the EDP affixed to the vehicle taken from a suitable distance to clearly show the fitment location.



- The EDP number is recorded on the Heavy Vehicle Repair Record of Certification Form in the space provided.

#### Step 4: Repair Certification File is Finalised

- All relevant documentation, images, and information are uploaded to SharePoint (if this has been started earlier in the process as an 'In Progress' file, it will need to be changed to 'Completed').
- RepairCert NZ are advised that the Repair Certification File is ready for review (via email to [info@repaircert.nz](mailto:info@repaircert.nz)).



**Note:** A high-quality Repair Certification File with all required photographs and documentation to support the repair will ensure that a more efficient and timely turn-around is achieved.

#### Step 5: RepairCert NZ File Review

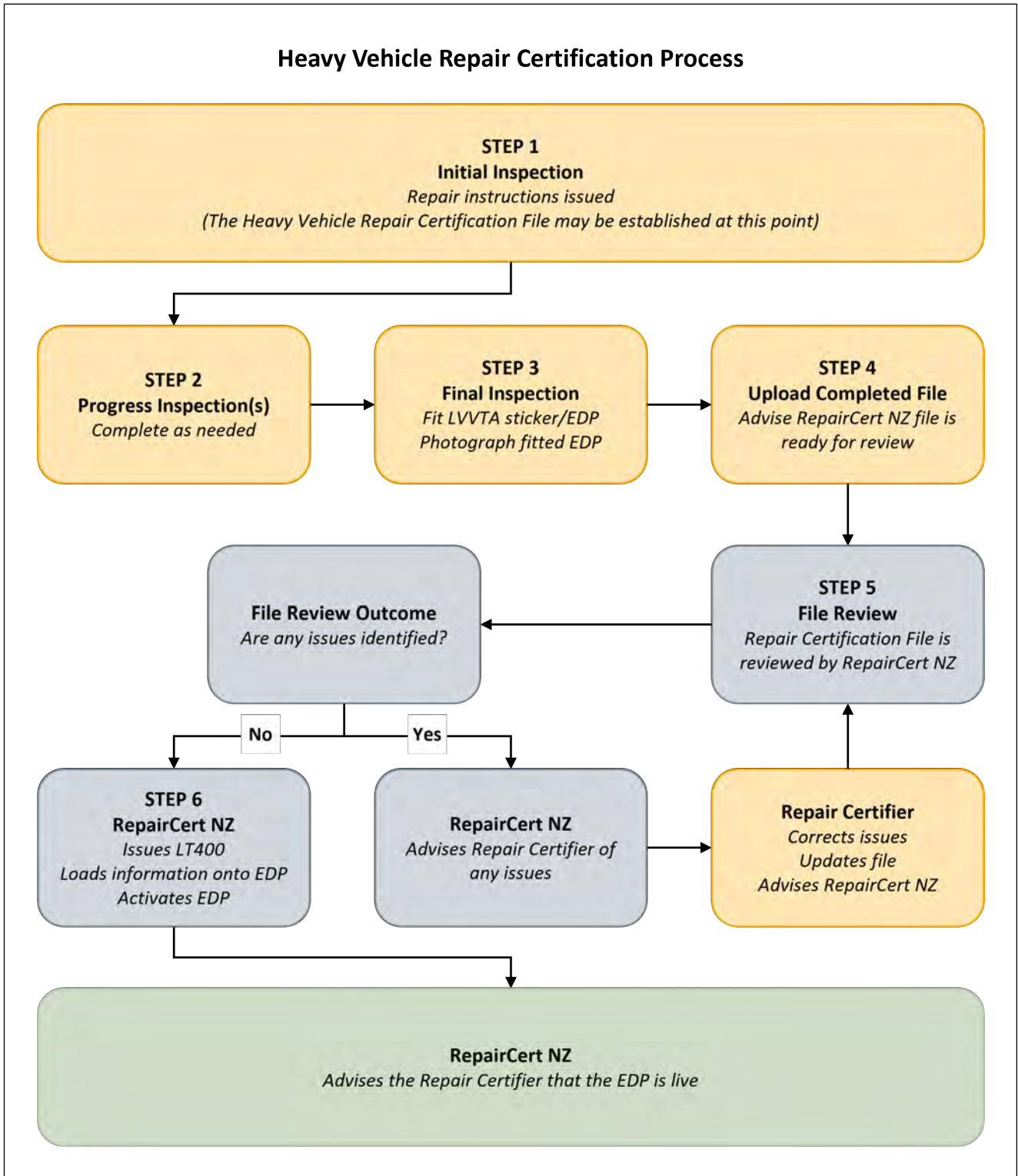
- If the repair certification is approved, **Step 6** is initiated.
- If any issues are identified, RepairCert NZ contacts the Repair Certifier for rectification.
- Once rectified, the Repair Certification File in SharePoint is amended if required.
- RepairCert NZ are informed that the rectifications are complete, and the Repair Certification File is ready for review.
- If the repair certification is approved, **Step 6** is initiated, otherwise **Step 5** will be repeated as necessary until rectifications are complete and the certification approved.



**Note:** Any remedial actions must be completed before the heavy vehicle repair certification is approved (such as additional measurements, repair method explanations, photographs, etc). If the issues cannot be fixed or the owner decides to not complete the required rectifications, the EDP will remain on the vehicle, but an alert will pop up if the EDP is scanned or someone attempts to access the vehicle data through the database Lookup.

#### Step 6: Heavy Vehicle Repair Certification is Approved

- RepairCert NZ:
  - processes the LT400; and
  - loads all the required information onto the EDP; and
  - activates the EDP; and
  - advises the Repair Certifier that the EDP is live.



## In Summary

By following this Information Sheet, a Repair Certifier’s decisions will be aligned with the relevant legislation and be consistent with other Repair Certifiers.

If a Repair Certifier is unclear about their responsibilities in carrying out the heavy vehicle repair certification process, a technical staff member of RepairCert NZ should be contacted for further assistance.

FOR FURTHER INFORMATION PLEASE CONTACT REPAIRCERT NZ.