

Introducing the Damage Management Plan

Introducing & Explaining the New Damage Inspection & Instruction Record



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 support them in correctly carrying out their repair certification responsibilities.



Purpose

This information Sheet introduces and explains a new Form called the Damage Management Plan (DMP), which has been developed by RepairCert NZ for Specialist Light Vehicle Repair Certifiers (Repair Certifiers) who wish to use it. The DMP is designed to assist a Repair Certifier when inspecting a vehicle that has sustained damage or deterioration, determining whether repairs and repair certification are required, and when they are, issuing formal repair instructions to the repairer, and documenting the process to create consistent and lawful outcomes.

Applicable Requirements

The applicable requirements for inspection and certification of a damaged vehicle are set out in the *Land Transport Rule: Vehicle Standards Compliance 2002 (Compliance Rule)*. 6.6(1) of the *Compliance Rule* specifies that the Repair Certifier 'must make a record of determination that either:

- a) certifies that the vehicle or the specific aspect complies; or
- b) records that the vehicle or the specific aspect does not comply'.

The DMP will help Repair Certifiers meet this requirement by providing a structured and consistent process.

Objective of the DMP

Many Repair Certifiers currently duplicate their work by recording information during inspections and then re-entering the same information into the *Light Vehicle Repair Record of Certification (LT308 Form)* at the completion of the inspection process, to meet the New Zealand Transport Agency's (NZTA) applicable requirements.

While some Repair Certifiers have developed their own systems, the DMP is a standardised, logically ordered document to support inspection, instruction, and approval processes, before filling out the *LT308 Form*, or *Light Vehicle No Repair Certification Required Declaration (LT307 Form)*, at the end.

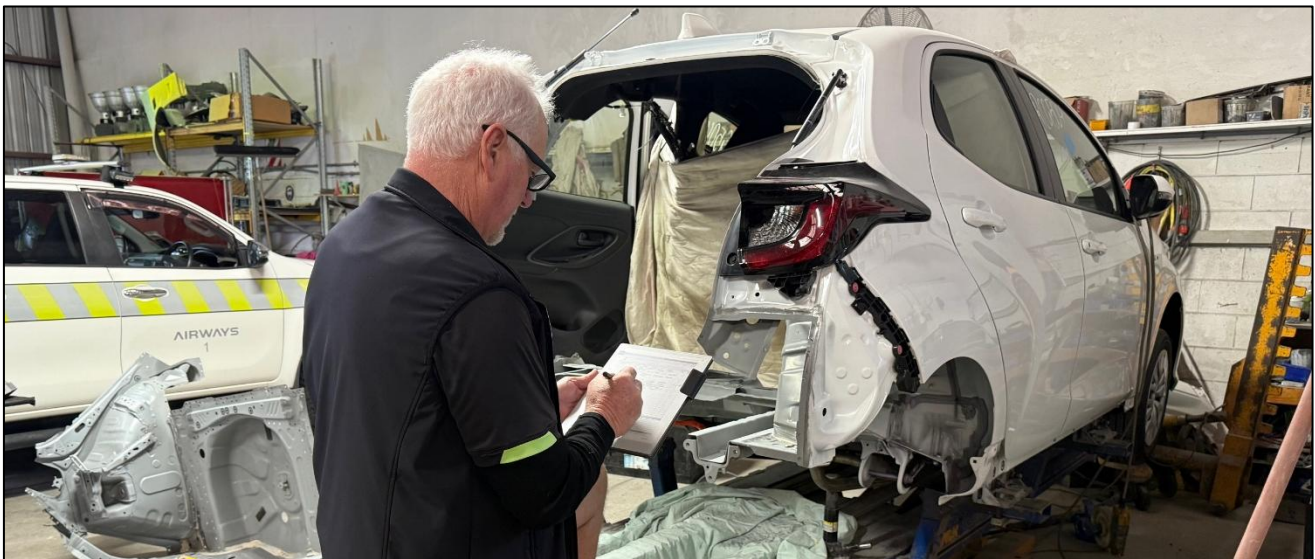
The new DMP will reduce current duplication because only page 1 and part of page 4 of the *LT308 Form* will need to be filled out - the majority of the *LT308 Form* will be dealt with by simply referring to the DMP.

In addition to reducing duplication, the new DMP will support Repair Certifiers by helping them make correct and lawful decisions, providing guidance throughout the various steps, and improving consistency.

Development Process

The DMP has been developed over the past year by RepairCert NZ in collaboration with experienced Auckland-based Repair Certifier Duncan Morrison. Duncan has provided ongoing 'front-line' feedback to RepairCert NZ during the development process to ensure the document is fit for purpose.

Duncan has used the DMP for over 200 repair certifications and is now satisfied that it will work very well for any Repair Certifiers who want to make use of it. Duncan says *"It's hard to change habits that we've used for a long time, and on face value it may appear the DMP is just more paperwork - but it's actually less, and I believe if we'd had this at the start, it would've been a Godsend."*



Benefits of the DMP

The key benefits to Repair Certifiers from the use of the DMP include:

- a structured process to guide inspection, instruction, and approval; and
- reduced document duplication; and
- gaining commitment from repairers to follow the Repair Certifier's repair instructions; and
- tick-box entries to reduce manual writing; and
- support in identifying the most appropriate repair methods; and
- support in documenting the decision to issue a *LT307 Form*; and
- guidance in achieving accurate and consistent repair certification decisions.

A Hitchhiker's Guide Through the DMP

As a very brief overview, the DMP consists of the following sections.

Section 1: VEHICLE & REPAIRER DETAILS

To capture the details of the vehicle, the repairer, and (where required) the vehicle owner.

Section 2: BASIC DESCRIPTION OF DAMAGE OR DETERIORATION

To provide a basic description of the damage or deterioration (if it can be determined) based on an initial visual assessment during a 'walk-around' of the vehicle.

This section also provides fields for damage flag removal, LANDATA entries, and quarantine processes.

Section 3: INITIAL ASSESSMENT

To record whether (based on the applicable requirement that repair certification is required where there is *'significant structural damage or deterioration to a vehicle's structure, chassis, body to chassis attachment, suspension, or occupant protection system'*):

- A. the vehicle does not require repairs and/or repair certification → DMP is finished → Issue *LT307 Form*; or
- B. further assessment is necessary to determine if repairs and/or repair certification are required → Continue with DMP → Proceed to Section 4; or
- C. repairs and/or repair certification are required → Continue with DMP → Proceed to Section 5.

Section 4: DAMAGE EVALUATION

Only used if B is selected in Section 3, where further assessment is necessary to determine if repairs and repair certification are required. Guides the process of strip-down, measuring, or gathering information, as requested by the Repair Certifier, enabling elimination of uncertainty, and accurate determination as to whether:

- A. the vehicle does not require repairs and/or repair certification → DMP is finished → Issue *LT307 Form*; or
- B. repairs and/or repair certification are required → Continue with DMP → Proceed to Section 5.

Tick-boxes are provided for the Repair Certifier to track that requested actions have been completed.

Section 5: IDENTIFICATION OF DAMAGE OR DETERIORATION

Used to document which areas of the vehicle have sustained damage or deterioration, the details of the damage, and which of the five aspects of the vehicle (*'structure, chassis, body to chassis attachment, suspension, or occupant protection system'*) have sustained *'significant structural damage or deterioration'*.

Section 6: REPAIR METHOD OPTIONS

To guide the Repair Certifier in selecting the most appropriate repair method (based on either Vehicle Manufacturer's Information, Repair Industry Information, Best-practice Guidance, or a combination of two or more of the repair method options).

Section 7: AGREEMENT TO THE DAMAGE MANAGEMENT PLAN

To provide a place for the repairer, and the Repair Certifier, to make a declaration outlining their respective expectations and obligations, which includes that:

- the Repair Certifier commits to providing a fair, lawful, and efficient service; and
- the repairer acknowledges the obligation to follow the Repair Certifier's instructions, and that failure to comply may result in the vehicle not being repair certified.

Section 8: ACTIONS & DOCUMENTS SCHEDULE

To provide tick-boxes for the Repair Certifier to record the request and provision of:

- common actions that the Repair Certifier may require from the repairer; and
- common documents that the Repair Certifier may require from the repairer; and
- trammel measurement information (to avoid the need for a separate trammel measurement document).

Section 9: RECORD OF INITIAL AND PROGRESS INSPECTIONS & INSTRUCTIONS

For the Repair Certifier to record all inspections carried out, and instructions given to the repairer, including the inspection #, date of inspection, location of inspection, and number of photos that support the inspection.

If a Repair Certifier requires more space, the page can be photocopied.

Section 10: RECORD OF FINAL INSPECTION

For the Repair Certifier to document final observations, confirm the road test (including who conducted it), and provide sign-off details confirming that the vehicle is safe and compliant.



Helpful Tips

Italicised Type in Grey-shaded Sections

Each section begins (or ends) with *italicised* guidance in grey-shaded boxes. Repair Certifiers should think of this *italicised* type as guidance or prompts in the use of the DMP to assist in completing each section correctly, particularly for those unfamiliar with the DMP. Duncan Morrison says “*Once a Repair Certifier has done a few jobs using the DMP, they won’t need to read those bits*”.

No Need for Repetition on the LT308 Form

When using the DMP, most of the *LT308 Form* won’t need to be filled out. Duncan has had a stamp made which says “FOR INSPECTIONS, INSTRUCTIONS, REPAIRS, AND DOCUMENTATION, SEE ATTACHED DMP” that he stamps on pages 2, 3, and the Inspection Section of page 4, of the *LT308 Form*. This leaves very little to fill out on the *LT308 Form*.

Using the DMP on a Tablet

Fillable Document

The DMP is available to download from the Repair Certifiers' Area of the RepairCert NZ website. It can either be printed as a hard copy or completed digitally as a fillable form. Duncan Morrison has been trialling the DMP on a tablet. This is relatively low-tech, and will be simple - even for less tech-savvy Repair Certifiers - to learn. Duncan has said "It's dead easy, even easier than a pen and paper, saves a heap of time, and is way more efficient. It's fantastic".

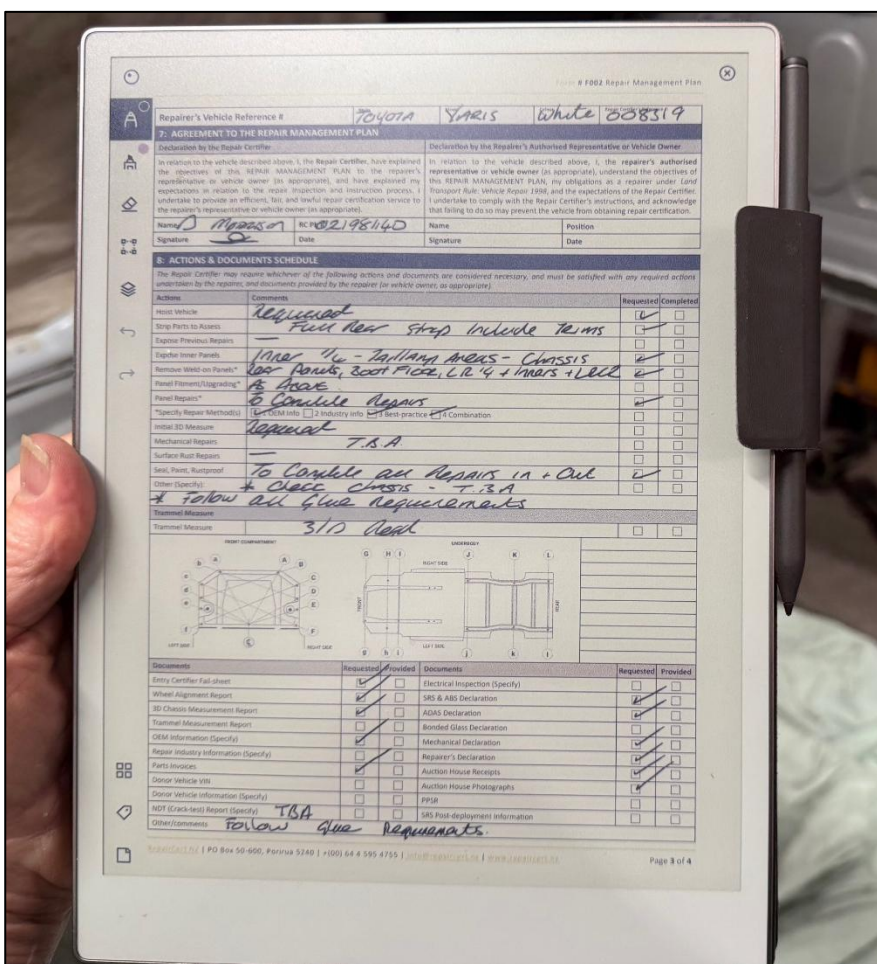
Writeable Tablet

Duncan has transitioned from using the DMP in paper form, to a writeable tablet and stylus (which is like a pen).

This technology allows a Repair Certifier to load the DMP (or any other document) in PDF form onto the tablet, which can then be filled out 'on the job'.

The features include:

- documents are easily loaded;
- jobs are automatically saved as they progress;
- cloud synchronisation;
- no need to carry job files and blank forms;
- long-life battery (lasts for days rather than hours);
- self-charging stylus;
- stylus can be set to multiple colours and nib sizes.



Duncan's tablet is called a 'Remarkable PaperPro', with a 'MarkerPlus' pen. These are available from major retailers at approximate cost of \$1,500, and there are other similar tablets which will do the same job.

Using the DMP with a Writeable Tablet

Duncan has discovered a lot of advantages as he's made the transition from pen and paper on a clipboard, to the writeable tablet, including those summarised below:

- Repair Certifiers can create customised DMP templates for regular clients by pre-filling Section 1 and saving a copy under that client's name, and then storing all current and completed DMPs in client-specific folders; and
- Repair Certifiers can email the DMP (with updated work instructions after each inspection) directly to the repairer from the tablet, with a copy saved for the Repair Certifier's records; and
- A DMP (or updated DMP) can be emailed to the repairer on-the-spot while discussing a job at the workshop, or when the Repair Certifier is back at the office to avoid the pressure of having everything completed at the workshop; and

- the DMP for each job can be updated as each re-inspection is carried out, ticking off supplied documents as actions are completed and documents are provided; and
- because the DMP has been designed to provide everything that the repairer will require on just pages 3 and 4, only those two pages ever need to be sent to the repairer; and
- the DMP and writeable tablet has the considerable advantage of avoiding work instructions on paper pages left lying around in a workshop becoming damaged, dirty, or lost; and
- vastly less information has to be written onto the *LT308 Form* when the repair certification is completed.

Once completed, Duncan prints out the DMP, fills in page 1 and part of page 4 of the *LT308 Form*, applies his stamp to pages 2 and 3, and to the 'Intermediate Inspection' section on page 4, on the *LT308 Form*, staples the two documents together, and provides them to the repairer or vehicle owner.

Example Documents

To follow are some example documents - which are actual jobs carried out by Duncan Morrison using the new DMP (with the identifiers changed for privacy reasons) - to show what the new DMP looks like when filled out, and also to show what the existing *LT308 Form* looks like when filled out in conjunction with the new DMP.

Example DMPs (where Repairs & Repair Certification were Required)

- DMP Example # 1: 2013 Honda Accord – Damage to Outer Sill Panel
This vehicle sustained damage to an outer sill panel, however Duncan had to use 'Section 4 Damage Evaluation' to determine whether repairs and repair certification would be required (which they were).
- DMP Example # 2: 2012 Toyota Aqua – Poor Previous Repair
This vehicle had been previously repaired, and it was immediately apparent that repairs and repair certification was required.
- DMP Example # 3: 2021 Ford Ranger – Damage to Chassis, C-pillar, and Tray Damage
This vehicle had sustained major damage, and repairs and repair certification were required, with multiple visits to the repairer needed to ensure that the Repair Certifier's instructions had been followed.

Example LT308 Form

- This example *LT308 Form* is used in conjunction with DMP Example # 2: 2012 Toyota Aqua – Poor Previous Repair.

Note that the only sections of the *LT308 Form* that require filling out are on page 1 (where vehicle and Repair Certifier information is recorded), and the Final Inspection and Statement of Compliance areas on page 4.

There is no need to record any other information on the *LT308 Form*. Instead, simply include a reference (which can be a stamp) on pages 2,3, and the top part of page 4, of the *LT308 Form*, referring to the DMP (which holds all other necessary information).

Example DMPs (where an LT307 Form was Issued)

- DMP Example # 4: 2020 Nissan Caravan – Minor Damage
Although this vehicle was flagged for damage at the border, Duncan was able to easily establish (with minimal component removal) that the damage was not significant or structural, and could cease filling out the DMP at the end of 'Section 4 Damage Evaluation', and then issue an *LT307 Form*.

DMP Example # 1: 2013 Honda Accord – Damage to Outer Sill Panel

REPAIRCERTNZ FORM # F002 - DAMAGE MANAGEMENT PLAN
LT307 & LT308 Inspection and Instruction Record

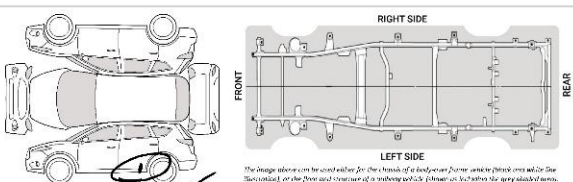
Repair Certifier File Ref # **EPP 700600** Date of Opening File **21/7/25** Cert # **44444**

1: VEHICLE & REPAIRER DETAILS

Vehicle Make **Honda** Model/Sub-model **Accord** Year **2013** Vehicle Class **MA**
 VIN/Chassis Number **7AT08913X25700600** Country Previously Registered **Japan** Colour **MA**
 Odometer **60973** Repairer Name **EPP** Shop Category **A** Repairer No **02198140**
 Repairer No **02198140** Repairer Email **FT Imports**
 Owner Name (if Applicable) **FT Imports** Owner Ph #
 Owner Address Owner Email
 Repair Certifier Comments

2: BASIC DESCRIPTION OF DAMAGE OR DETERIORATION (to record damage or deterioration visible from a basic walk-around)

① Precious Repair to LH Outer Sill Panel



Damage Flag to be Removed? YES NO **NA** If YES, Reason for Removal
 LANDATA Information Entered? YES NO Vehicle in Quorum? YES NO

3: INITIAL ASSESSMENT (to determine if the vehicle requires repairs and repair certification)

I have carried out an INITIAL ASSESSMENT of the entire vehicle in order to inspect the body in section of the vehicle and any items noted by the Entry Certifier, and have determined that the vehicle either:

A. Has not sustained any significant structural damage or deterioration to its structure, chassis, body to chassis attachment, suspension, or occupant protection system, therefore:
 • repairs and repair certification are not required; and
 • a U300 (Statement that Repair Certification is Not Required) will be issued for the vehicle.

B. Has sustained significant structural damage or deterioration to either its structure, chassis, body to chassis attachment, suspension, or occupant protection system, in which case a Section 4: DAMAGE EVALUATION will be undertaken to assess the proper vehicle's condition and determine whether the vehicle requires repairs and repair certification.

Continue with DMP: go to Section 4: DAMAGE EVALUATION to confirm if the vehicle requires repairs and repair certification.

C. Has sustained significant structural damage or deterioration to either its structure, chassis, body to chassis attachment, suspension, or occupant protection system, and requires repair and repair certification. In which case a Section 5: IDENTIFICATION OF DAMAGE OR DETERIORATION will be undertaken.

Continue with DMP: Proceeding Section 4: DAMAGE EVALUATION go to Section 5: IDENTIFICATION OF DAMAGE OR DETERIORATION.

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Form # F002 Damage Management Plan

4: DAMAGE EVALUATION (where necessary, to more accurately determine the extent of damage)

This section is only necessary when a Repair Certifier is unable to determine, during Section 3: INITIAL ASSESSMENT, whether there is any significant structural damage or deterioration that could affect either the vehicle's structure, chassis, body to chassis attachment, suspension, or occupant protection system. The Repair Certifier may require any of the following actions, as well as any other actions considered necessary to facilitate the DAMAGE EVALUATION.

Actions Requested Completed

Provide further vehicle or damage background information (Specify)
 Provide missing information (Specify) **Trammel**
 Relaying of vehicle to inspect + scope repair zone
 Strip as necessary to reveal extent of damage (Specify)
 Trace repair area(s) as necessary to reveal extent of damage (Specify)
 Clean and treat (uncoated) as necessary to reveal extent of damage (Specify)
 Provide OEM information or Repair Industry Information (Specify)
 Provide specialist reports, including wheel alignment (Specify) **Supplied w/ A**
 Other Actions (Specify) **Scope, inspection confirms repairs required**

I have completed the DAMAGE EVALUATION of the vehicle, and I have determined that the vehicle either:

A. Has not sustained any significant structural damage or deterioration to its structure, chassis, body to chassis attachment, suspension, or occupant protection system, therefore:
 • repairs and repair certification are not required; and
 • a U300 (Statement that Repair Certification is Not Required) will be issued for the vehicle.

B. Has sustained significant structural damage or deterioration to either its structure, chassis, body to chassis attachment, suspension, or occupant protection system, and requires repair and repair certification. In which case a Section 5: IDENTIFICATION OF DAMAGE OR DETERIORATION will be undertaken.

Continue with DMP: go to Section 5: IDENTIFICATION OF DAMAGE OR DETERIORATION.

5: IDENTIFICATION OF DAMAGE OR DETERIORATION (to determine the repairs necessary to meet repair certification requirements)

The Repair Certifier has determined that repairs and repair certification are necessary because of significant structural damage or deterioration which could affect either the vehicle's structure, chassis, body to chassis attachment, suspension, or occupant protection system. These vehicle aspects are the Repair Certifier's "area of responsibility." Any damage or deterioration which is to be repaired must correspond with one of these "area of responsibility" (AOR), and be recorded in the AOR column: **FRONT** = STP, chassis = CHS, body-to-chassis attachment = BCA, suspension = SPN, occupant protection system = OPS.

Vehicle Elements	Details of Damage or Deterioration	AOR	Pass	Fail
Front Compartment			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rear Compartment			<input checked="" type="checkbox"/>	<input type="checkbox"/>
III Sill Structure	ROOF REPAIR TO LH SILL	STP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RH Side Structure			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roof Structure			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Underbody/Chassis			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mechanical			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interior			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secondary Damage			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments

6: REPAIR METHOD OPTIONS (selecting the appropriate repair method for the DMP)

I have selected the following REPAIR METHOD OPTION, or combination of REPAIR METHOD OPTIONS:

1. OEM (make/model/year specific) information (Specify)
 2. Repairer's information (Specify)
 3. Best-practice guidance (Specify) **TO Repair Outer Sill**
 4. Combination (Specify) which repair method options for which repairs

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Form # F002 Damage Management Plan

Repairer's Vehicle Reference # **Honda Accord Gold 700600**

7: AGREEMENT TO THE DAMAGE MANAGEMENT PLAN

Declaration by the Repair Certifier: In relation to the vehicle described above, I, the Repair Certifier, have explained the objectives of this DAMAGE MANAGEMENT PLAN to the repairer's representative or vehicle owner (as appropriate), and have explained my obligations as a Repairer under the Transport Act 2001, and the obligations of the Repair Certifier's representative to comply with the Repair Certifier's instructions, and to acknowledge that failing to do so may prevent the vehicle from obtaining repair certification.

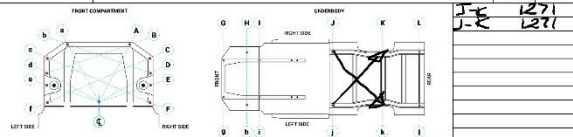
Name **D Morrison** No **02198140** Position **Manager**
 Signature **[Signature]** Date **21-7-25** Signature **[Signature]** Date **21/7/25**

8: ACTIONS & DOCUMENTS SCHEDULE

The Repair Certifier may require whichever of the following actions and documents are considered necessary, and must be satisfied with any required actions undertaken by the repairer, and documents provided by the repairer (where applicable).

Actions	Comments	Requested	Completed
Inspect Vehicle	Required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Strip Parts to Access		<input type="checkbox"/>	<input type="checkbox"/>
Expose Previous Repairs	Remove Filler as needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Expose Inner Panels	Checked with scope out OK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Remove Wheel Panels		<input type="checkbox"/>	<input type="checkbox"/>
Panel Fitment/Adjustment		<input type="checkbox"/>	<input type="checkbox"/>
Panel Repair	Re-Repair LH Outer Sill Required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Specify Repair Method(s)	<input type="checkbox"/> 1. OEM Info <input type="checkbox"/> 2. Industry Info <input type="checkbox"/> 3. Best-practice <input type="checkbox"/> 4. Combination	<input type="checkbox"/>	<input type="checkbox"/>
Initial 3D Measure		<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Repairs		<input type="checkbox"/>	<input type="checkbox"/>
Surface Repairs		<input type="checkbox"/>	<input type="checkbox"/>
Seal Paint, Rust Proof	To Complete all repairs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (Specify)		<input type="checkbox"/>	<input type="checkbox"/>

Trammel Measure
 Trammed Measure



9: RECORD OF INITIAL AND PROGRESS INSPECTIONS & INSTRUCTIONS

Inspection #	Date	Location	Inspections & Instructions	# Photos	IC Initials
1	21/7	EPP	Precious LH Sill Repairs	6	[Signature]
2	21/7	EPP	Scope inspection find holes	19	[Signature]
3	22/7	EPP	Inspected Exposed Panel	8	[Signature]
4	24/7	EPP	Final Check Complete	24	[Signature]

10: RECORD OF FINAL INSPECTION (when all action and document requirements have been met, and the vehicle is safe and compliant)

All the time of this Final Inspection, I am satisfied that the repairs to this vehicle have been satisfactorily completed, no additional structural or secondary damage has been detected, and there is no significant structural damage or deterioration to the vehicle's structure, chassis, body to chassis attachment, suspension, or occupant protection system.

Comments **Final Check Complete**

Vehicle has been road-tested **w/ driver** Comments **no faults reported**

Inspection #	Date	Location	Repair Certifier Name	# Photos	IC Signature
1	24/7	EPP	D Morrison	57	[Signature]

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9: RECORD OF INITIAL AND PROGRESS INSPECTIONS & INSTRUCTIONS

This section is to record all repair instructions and progress inspections, including all actions and documents to be undertaken or provided by the repairer. Commonly required actions and documents are listed in Section 8: ACTIONS & DOCUMENTS SCHEDULE and may be referred to for convenience. As many progress inspections necessary should be carried out to ensure that the vehicle, once repaired and repair certified, has no significant structural damage or deterioration on the vehicle's structure, chassis, body to chassis attachment, suspension, or occupant protection system.

Note that photographs supplied by a repairer or vehicle owner can supplement a Repair Certification File but cannot replace any required inspection step.

Note also that if more space is required for inspection and instruction information, a Repair Certifier may copy this page as many times as required.

Inspection #	Date	Location	Inspections & Instructions	# Photos	IC Initials
1	21/7	EPP	Precious LH Sill Repairs	6	[Signature]
2	21/7	EPP	Scope inspection find holes	19	[Signature]
3	22/7	EPP	Inspected Exposed Panel	8	[Signature]
4	24/7	EPP	Final Check Complete	24	[Signature]

10: RECORD OF FINAL INSPECTION (when all action and document requirements have been met, and the vehicle is safe and compliant)

All the time of this Final Inspection, I am satisfied that the repairs to this vehicle have been satisfactorily completed, no additional structural or secondary damage has been detected, and there is no significant structural damage or deterioration to the vehicle's structure, chassis, body to chassis attachment, suspension, or occupant protection system.

Comments **Final Check Complete**

Vehicle has been road-tested **w/ driver** Comments **no faults reported**

Inspection #	Date	Location	Repair Certifier Name	# Photos	IC Signature
1	24/7	EPP	D Morrison	57	[Signature]

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DMP Example # 2: 2012 Toyota Aqua – Poor Previous Repair

REPAIRCERT NZ FORM # F002 - DAMAGE MANAGEMENT PLAN
LT307 & LT308 Inspection and Instruction Record

Repair Certifier File Ref # **EPP 415206** Date of Opening File **22.7.25** Cert # **44444**

1: VEHICLE & REPAIRER DETAILS

Vehicle Make **Toyota** Model/Sub-model **Aqua** Year **2012** Vehicle Class **MA**
 VIN/Chassis Number: **7A70H6S4274415206** Colour **Blue**
 Odometer **54442** Country Previously Registered **Japan** Repairer Name **EPP** Repairer ID **021981140**
 Repairer Address **CAUCASIAN DR MANUKAU** Repairer Email
 Owner Name (if applicable) **FT IMMOLES** Owner Ph #
 Repairer Comments

2: BASIC DESCRIPTION OF DAMAGE OR DETRIORATION (to record damage or deterioration visible from a basic "walk-around")
1) Poor previously repaired LH Reglog.
Base filler edges + inner damage seen

3: INITIAL ASSESSMENT (to determine if the vehicle requires repairs and repair certification)
 I have carried out an INITIAL ASSESSMENT of the entire vehicle (including an underlying inspection of the handover, and any items noted by the Entry Certifier), and have determined that the vehicle either:
 A. Has significant structural damage or deterioration to its structure, chassis, body to chassis attachment, suspension, or occupant protection system, therefore:
 - repairs and repair certification are not required; and
 - an LT307 (Statement that Repair Certification is Not Required) will be issued for the vehicle.
 B. Has significant structural damage or deterioration to its structure, chassis, body to chassis attachment, suspension, or occupant protection system, in which case a Section 4 DAMAGE EVALUATION will be undertaken to enable me to properly establish its condition, and determine whether the vehicle requires repairs and repair certification.
 C. Has significant structural damage or deterioration to either its structure, chassis, body to chassis attachment, suspension, or occupant protection system, and requires repairs and repair certification, in which case a Section 5 IDENTIFICATION OF DAMAGE OR DETRIORATION will be undertaken.
 Continue with DMP: Involving Section 4 DAMAGE EVALUATION per to Section 5 IDENTIFICATION OF DAMAGE OR DETRIORATION.

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Form # F002 Damage Management Plan

4: DAMAGE EVALUATION (where necessary, to more accurately determine the extent of damage)
 This section is only necessary when a Repair Certifier is unable to determine, during Section 3 INITIAL ASSESSMENT, whether there is any significant structural damage or deterioration that could affect either the vehicle's structure, chassis, body to chassis attachment, suspension, or occupant protection system. The Repair Certifier may require any of the following actions, as well as any other actions considered necessary to facilitate the DAMAGE EVALUATION.

5: IDENTIFICATION OF DAMAGE OR DETRIORATION (to determine the repairs necessary to meet repair certification requirements)
 The Repair Certifier has determined that repairs and repair certification are necessary because of significant structural damage or deterioration which could affect either the vehicle's structure, chassis, body to chassis attachment, suspension, or occupant protection system. These five vehicle aspects are the Repair Certifier's "areas of responsibility". Any damage or deterioration which is to be repaired must correspond with one of these five "areas of responsibility" (ROW), and be undertaken in the ROW column: **Front** = STP, chassis = CHS, body-to-chassis attachment = BCA, suspension = SPN, occupant protection system = OPS.

Vehicle Elements	Details of Damage or Deterioration	ROW	Pass	Fail
Front Compartment			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rear Compartment			<input checked="" type="checkbox"/>	<input type="checkbox"/>
III Side Structure	L/R Reglog Poor Repair	SR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RH Side Structure			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roof Structure			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Underbody/Chassis			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wheels/Tyres			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interior			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secondary Design			<input checked="" type="checkbox"/>	<input type="checkbox"/>

6: REPAIR METHOD OPTIONS (selecting the appropriate repair method for the DMP)
 I have selected the following REPAIR METHOD OPTION, or combination of REPAIR METHOD OPTIONS:
 1. OEM (make/model/year specific) information (Specify)
 2. Repairer's knowledge/information (Specify)
 3. Best available Guidance (Specify) **Re Repair of Reglog**
 4. Combination (Specify) which repair method options for which repairs

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Form # F002 Damage Management Plan

Repairer's Vehicle Reference # **Toyota Aqua Blue 44444**

7: AGREEMENT TO THE DAMAGE MANAGEMENT PLAN

Declaration by the Repair Certifier: In relation to the vehicle described above, I, the Repair Certifier, have signed and the contents of this DAMAGE MANAGEMENT PLAN to the repairer's representative or vehicle owner (as appropriate), and have explained my obligations in relation to this repair process and any instruction given. I undertake to provide an "initial" and "final" repair certification, in accordance with the Repairer's representative or vehicle owner (as appropriate).

Declaration by the Repairer's Authorized Representative or Vehicle Owner: In relation to the vehicle described above, I, the repairer's authorized representative or vehicle owner (as appropriate), understand the objectives of this DAMAGE MANAGEMENT PLAN, my obligations as a repairer under the Transport Act 2001, and the expectations of the Repair Certifier. I undertake to comply with the Repair Certifier's instructions, and acknowledge that failing to do so may prevent the vehicle from obtaining repair certification.

Name: **D Morrison** Name: **FT Immoles**
 Signature: **[Signature]** Signature: **[Signature]**
 Date: **22.7.25** Date: **22.7.25**

8: ACTIONS & DOCUMENTS SCHEDULE
 The Repair Certifier may require whichever of the following actions and documents are considered necessary, and must be satisfied with any required actions undertaken by the repairer, and documents provided by the repairer (or vehicle owner as appropriate).

Actions	Comments	Requested	Completed
Head Vehicle	Required one stamped B-Ring + inner 40 TRIMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Strip Parts to Access	Remove Filler + inner MEXGO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Expose Previous Repairs	Check inner Arch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Expose Inner Panels		<input type="checkbox"/>	<input type="checkbox"/>
Remove Wheel Panels		<input type="checkbox"/>	<input type="checkbox"/>
Panel Fitment/Adjustment		<input type="checkbox"/>	<input type="checkbox"/>
Panel Repair	L/R Reglog	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Specify Repair Method(s)	1. OEM Info 2. My Info 3. Best available 4. Combination	<input type="checkbox"/>	<input type="checkbox"/>
Initial 3D Measure		<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Repairs		<input type="checkbox"/>	<input type="checkbox"/>
Surface Repairs		<input type="checkbox"/>	<input type="checkbox"/>
Seal, Paint, Rust Proof	To Complete all repairs	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify)		<input type="checkbox"/>	<input type="checkbox"/>

Trammel Measure: **L 1262 R 1262**

9: RECORD OF INITIAL AND PROGRESS INSPECTIONS & INSTRUCTIONS
 This section is to record all repair instructions and progress inspections, including all actions and documents to be undertaken or provided by the repairer. Commonly required actions and documents are listed in Section 8 ACTIONS & DOCUMENTS SCHEDULE and will be referred to for convenience. As many progress inspections necessary should be carried out to ensure that the vehicle, once repaired and repair certified, has no significant structural damage or deterioration on the vehicle's structure, chassis, body to chassis attachment, suspension, or occupant protection system. Note that photographs supplied by a repairer or vehicle owner can assist a Repair Certifier to file but cannot replace any required inspection step. Note also that if more space is required for inspection and instruction information, a Repair Certifier may copy this page as many times as required.

Insp #	Date	Location	Inspections & Instructions	# Photos	RC Initials
1	22/7/25	EPP	OK to remove listed parts + filler then hoist for assessment	16	[Signature]
2	25/7/25	EPP	Inspected Exposed Best Repair Option is to Dress up + Re-Panel Door + Arch areas use dry welding to repair small pin hole OK to complete repairs	12	[Signature]
3	25/7	EPP	Final Hoist Check Completed All repairs completed no other damage found	26	[Signature]

10: RECORD OF FINAL INSPECTION (when all action and document requirements have been met, and the vehicle is safe and compliant)
 At the time of this Final Inspection, I am satisfied that the repairs to this vehicle have been satisfactorily completed, no additional structural or secondary damage has been detected, and there is no significant structural damage or deterioration to the vehicle's structure, chassis, body to chassis attachment, suspension, or occupant protection system.

Comments: **Final Inspection Complete**

Vehicle has been road-tested by **[Signature]** Comments: **No faults reported**

Inspection #	Date	Location	Repair Certifier Name	# Photos	Signature
3	25/7/25	EPP	D Morrison	26	[Signature]

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Form # F002 Damage Management Plan

Repairer's Vehicle Reference # **Toyota Aqua Blue 44444**

9: RECORD OF FINAL INSPECTION (when all action and document requirements have been met, and the vehicle is safe and compliant)
 At the time of this Final Inspection, I am satisfied that the repairs to this vehicle have been satisfactorily completed, no additional structural or secondary damage has been detected, and there is no significant structural damage or deterioration to the vehicle's structure, chassis, body to chassis attachment, suspension, or occupant protection system.

Comments: **Final Inspection Complete**

Vehicle has been road-tested by **[Signature]** Comments: **No faults reported**

Inspection #	Date	Location	Repair Certifier Name	# Photos	Signature
3	25/7/25	EPP	D Morrison	26	[Signature]

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Example LT308 Form (for DMP Example # 2: 2012 Toyota Aqua – Poor Previous Repair)

NZ TRANSPORT AGENCY WAKA KOTAHĪ

Light vehicle repair record of certification

Serial number: **B 24144**

Owner details Date: **22-07-25**

Client: **AFC PANEL**

Address: **CAVENDISH DRIVE MANUREWA**

Phone: **021981140** Fax: **021981140**

Repairer: **AFC PANEL**

Address: **CAVENDISH DRIVE MANUREWA**

Phone: **021981140** Fax: **021981140**

Registration number: **D MORRISON 021981140**

Vehicle details

Make: **TOYOTA**

Model: **AQUA**

Sub-model: **-**

Year: **2012** Vehicle class: **MA**

Manufacturer's model code: **NHP10**

Chassis: **NHP10-4415206**

VIN: **YAT0H65Y74415206**

Colour: **BLUE**

Odometer reading: **59424**

Description of structural damage

The following types of repair are not eligible for border check flag removal:

- Structural repairs**
 - Any repair that has affected the chassis alignment of a vehicle and requires 3D chassis alignment, or
 - Damage to multiple panels whether the structural integrity and/or chassis alignment of the vehicle been affected or not.
- Corrosion damage:**
 - Any perforated corrosion in a structural area where the metal is corroded to the extent that it has holes or holes are exposed when rust scale is removed. If metal is body pitted causing a loss of metal thickness, it must also be treated as perforated corrosion.
 - Any vehicle with rust heave or swelling that will require removal of any original panel or part of panel in order for an area to be patched.
- Water or fire damage**
 - No vehicle with water or fire damage may have the damage flag lifted.
- SRS components**
 - A damage flag will not be lifted if a SRS component has been deployed.

PREVIOUS SLL REPAIR LH

Issue number: 3 - Pg 1

Signature: *[Signature]*

Repair certifier copy

LT308 08/24

NZ TRANSPORT AGENCY WAKA KOTAHĪ

Light vehicle repair record of certification

Serial number: **B 24144**

Description of structural damage continued

FOR INSPECTIONS, INSTRUCTIONS, REPAIRS and DOCUMENTATION SEE ATTACHED DMP

Repair schedule

Description:

FOR INSPECTIONS, INSTRUCTIONS, REPAIRS and DOCUMENTATION SEE ATTACHED DMP

Issue number: 3 - Pg 2

Signature: *[Signature]*

Repair certifier copy

LT308 08/24

NZ TRANSPORT AGENCY WAKA KOTAHĪ

Light vehicle repair record of certification

Serial number: **B 24144**

Repair schedule continued

FOR INSPECTIONS, INSTRUCTIONS, REPAIRS and DOCUMENTATION SEE ATTACHED DMP

Issue number: 3 - Pg 3

Signature: *[Signature]*

Repair certifier copy

LT308 08/24

NZ TRANSPORT AGENCY WAKA KOTAHĪ

Light vehicle repair record of certification

Serial number: **B 24144**

Intermediate inspection

Date	Location	Number of photographs	Comments on progress of repair	Certifier initial
22/7/25				
24/7/25	AFC PANEL			<i>[Signature]</i>

FOR INSPECTIONS, INSTRUCTIONS, REPAIRS and DOCUMENTATION SEE ATTACHED DMP

Final inspection

Location: **MANUREWA** Date: **24/07/25**

Pass: N/A

3-dimensional body measurement: Pass

Tramrail bar measurement: Pass

Data sheets attached: Yes

Manufacturer's repair method attached: **Best Practice**

Total number of photographs for file: **57**

Damage flag removal: Yes

Complies to FLAG REMOVAL CRITERIA
1 Panel Repair

Name of external agents used to inspect operation of:

- ABS/ESC braking system: Pass
- Air bag system: Pass
- Electronics: Pass
- Steering: Pass
- 4-wheel geometry alignment: **T.AA**
- Copies of external agency reports attached:
- Parts invoices attached:

Repair methods used:

- Manufacturer's:
- I-car:
- Other: **Best Practice**

Statement of compliance

I have inspected, in accordance with my appointment as Inspector under Land Transport Rule: Vehicle Standards Compliance 2002, the vehicle described in this report.

I certify, in accordance with Land Transport Rule: Vehicle Standard Compliance 2002, that repairs made in relation to significant corrosion, structural damage, structural deterioration, or repairs made in relation to systems, components or equipment affected by structural damage or deterioration, comply with Land Transport Rule: Vehicle Repair 1998.

Light vehicle repair specialist/inspector's name: **D Morrison** Signature: *[Signature]*

Approval ID: **DM** Date: **24/7/25**

Issue number: 3 - Pg 4

Repair certifier copy

LT308 08/24

DMP Example # 4: 2020 Nissan Caravan – Minor Damage (LT307 Form Issued)

REPAIRCERT NZ FORM # F002 - DAMAGE MANAGEMENT PLAN
LT307 & LT308 Inspection and Instruction Record

Repair Certifier File Ref # **EAP 511825** Date of Opening File **30-7-25** Cert # **44**

1: VEHICLE & REPAIRER DETAILS

Vehicle Make **NISSAN** Model/Sub-model **CARAVAN** Year **2020** Vehicle Class **LM**
 VIN/Chassis Number: **7AT0D8RX2S05118215**
 Odometer **71300** Country Previously Registered **JAPAN** Colour **WHITE**
 Repairer Name **EAP** Show Category **A** Repairer ID **02198140**
 Repairer Address **CAUCHOISH DE MANURE** Repairer Email
 Owner Name (if applicable) **ET MADRES** Owner Ph #
 Owner Address
 Owner Email

2: BASIC DESCRIPTION OF DAMAGE OR DETERIORATION (to record damage or deterioration visible from a basic "walk-around")

Flagged for minor damage
2 R 1/2"
Boards images confirm damage seen
no significant damage to this vehicle

The image above can be used either for the chassis or a bodyover frame vehicle (both and with the chassis), or the floor and structure of a bodyover vehicle (shown as including the grey shaded area).

Damage Flag to be Removed? YES NO N/A IF YES, Reason for Removal **307 Concluded**
 LANDATA Information Entered? YES NO Vehicle in Quarantine? YES NO, Date

3: INITIAL ASSESSMENT (to determine if the vehicle requires repairs and repair certification)

I have carried out an INITIAL ASSESSMENT of this motor vehicle (including an underlying inspection of the handover vehicle, and any items noted by the Entry Certificate), and I have determined that the vehicle either:

- A.** Has not sustained any significant structural damage or deterioration to its structure, chassis, body to chassis attachment, suspension, or occupant protection system, therefore:
 - repairs and repair certification are not required; and
 - an LT307 (Statement that Repair Certification is Not Required) will be issued for the vehicle.
- B.** Has sustained significant structural damage or deterioration to either its structure, chassis, body to chassis attachment, suspension, or occupant protection system, in which case a (Section 4) DAMAGE EVALUATION will be undertaken to enable me to properly establish its condition, and determine whether the vehicle requires repairs and repair certification.
- C.** Has sustained significant structural damage or deterioration to either its structure, chassis, body to chassis attachment, suspension, or occupant protection system, and requires repairs and repair certification, in which case a (Section 5) IDENTIFICATION OF DAMAGE OR DETERIORATION will be undertaken.

Continue with DMP: go to Section 4 DAMAGE EVALUATION to confirm if the vehicle requires repairs and repair certification.
 Continue with DMP: by using Section 4 DAMAGE EVALUATION go to Section 5 IDENTIFICATION OF DAMAGE OR DETERIORATION.

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Form # F002 Damage Management Plan

4: DAMAGE EVALUATION (where necessary, to more accurately determine the extent of damage)

This section is only necessary when a Repair Certifier is unable to determine, during Section 3 INITIAL ASSESSMENT, whether there is any significant structural damage or deterioration that could affect either the vehicle's structure, chassis, body to chassis attachment, suspension, or occupant protection system. The Repair Certifier may require any of the following actions, as well as any other actions considered necessary to facilitate the DAMAGE EVALUATION.

Actions	Requested	Completed
Provide further vehicle or damage background information (Specify)	<input type="checkbox"/>	<input type="checkbox"/>
Provide more recent information (Specify)	<input type="checkbox"/>	<input type="checkbox"/>
Rebail of vehicle Completed - 1/2 Damage Seal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Strip as necessary to reveal extent of damage (Specify) Rear Bumper	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Expose repair area(s) as necessary to reveal extent of damage (Specify)	<input type="checkbox"/>	<input type="checkbox"/>
Clean and treat (unpainted) as necessary to reveal extent of damage (Specify)	<input type="checkbox"/>	<input type="checkbox"/>
Provide OEM information or Repair Industry Information (Specify)	<input type="checkbox"/>	<input type="checkbox"/>
Provide specialist reports, including wheel alignment (Specify) w/a Completed in Spec	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Actions (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

I have completed the DAMAGE EVALUATION of the vehicle, and I have determined that the vehicle either:

- A.** Has not sustained any significant structural damage or deterioration to its structure, chassis, body to chassis attachment, suspension, or occupant protection system, therefore:
 - repairs and repair certification are not required; and
 - an LT307 (Statement that Repair Certification is Not Required) will be issued for the vehicle.
- B.** Has sustained significant structural damage or deterioration to either its structure, chassis, body to chassis attachment, suspension, or occupant protection system, and requires repairs and repair certification, in which case a IDENTIFICATION OF DAMAGE OR DETERIORATION will be undertaken.

Continue with DMP: go to Section 5 IDENTIFICATION OF DAMAGE OR DETERIORATION.

5: IDENTIFICATION OF DAMAGE OR DETERIORATION (to determine the repairs necessary to meet repair certification requirements)

The Repair Certifier has determined that repairs and repair certification are necessary because of significant structural damage or deterioration which could affect either the vehicle's structure, chassis, body to chassis attachment, suspension, or occupant protection system. These five vehicle aspects are the Repair Certifier's "areas of responsibility". Any damage or deterioration which is to be repaired must correspond with one of these five "areas of responsibility" (AOPs), and be recorded in the AOP columns: **Structure = STR, chassis = CHS, body-to-chassis attachment = BCA, suspension = SPN, occupant protection system = OPS.**

Vehicle Elements	Details of Damage or Deterioration	AGR	Pass	Fail
Front Compartment			<input type="checkbox"/>	<input type="checkbox"/>
Rear Compartment			<input type="checkbox"/>	<input type="checkbox"/>
III Side Structure			<input type="checkbox"/>	<input type="checkbox"/>
RH Side Structure			<input type="checkbox"/>	<input type="checkbox"/>
Roof Structure			<input type="checkbox"/>	<input type="checkbox"/>
Liveries/chassis			<input type="checkbox"/>	<input type="checkbox"/>
Mechanics			<input type="checkbox"/>	<input type="checkbox"/>
Interior			<input type="checkbox"/>	<input type="checkbox"/>
Secondary Damage			<input type="checkbox"/>	<input type="checkbox"/>

Comments

6: REPAIR METHOD OPTIONS (selecting the appropriate repair method for the DMP)

I have selected the following REPAIR METHOD OPTION, or combination of REPAIR METHOD OPTIONS:

- 1. OEM (make/model/year specific) information (Specify)
- 2. Repair Industry Information (Specify)
- 3. Best-practice Guidance (Specify)
- 4. Combination (Specify) which repair method options for which repairs

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In Summary

The DMP will provide increased efficiency, and guide nationally consistent repair certification outcomes. Its use will reduce document duplication, enhance communication between Repair Certifiers and repairers, and improve the accuracy and defensibility of a Repair Certifier's repair certification decisions.

While it may take some initial effort to become familiar with the DMP, its long-term benefits to workflow, compliance, and professional standards will be significant for Repair Certifiers, repairers, and users of the repair certification system.

Repair Certifiers should feel free to contact RepairCert NZ for help and guidance on how to use the new DMP.

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.