

## Shop Profiles

Sub-title



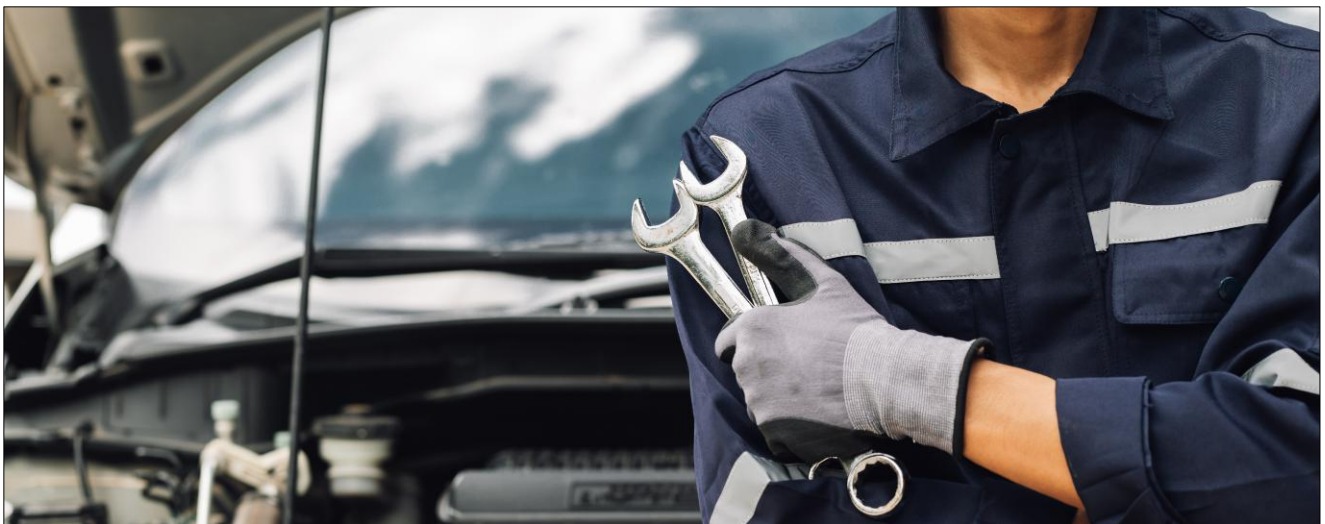
Supporting New Zealand's Repair Certification Industry

### 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 collective information from the Light Vehicle Repair Certification Vehicle Inspection Requirements Manual (Repair VIRM) on the requirements for approving and recording the vehicle repairers a Repair Certifier uses when carrying out repair certification activities.



## Light Vehicle Repair Certification VIRM Requirements

### Repairer Register

The [Repair VIRM, Section 3, Subsection 3-11 \(Repairer register\)](#) requires Repair Certifiers to keep a register of all repairers of vehicles they inspect and certify which must contain a profile, including the:

- company name and address; and
- details of facilities at its premises; and
- details of specialist equipment; and
- manufacturer approval(s) ; and
- trade association membership(s) ; and
- relevant qualifications of employees who carry out repairs; and
- evidence of compliance with relevant trade or safety standards; and
- evidence of technical expertise for any delegated tasks; and
- details of delegated tasks (if any).

## Repair Shop Profiles

The [Repair VIRM, Section 3, Subsection 3-12 \(Repair shop profile\)](#) requires Repair Certifiers to 'have the repairers shop profile on their register before issuing any work instructions or carrying out any activities at the premises', which should include:

- the name, address and contact details of the repair shop; and
- a list of staff and their qualifications; and
- equipment on hand to undertake repair work; and
- the applicable repair category as determined by the Repair Certifier.

## Repairer Categories, Capabilities, & Requirements

The [Repair VIRM Technical Bulletin 8: Repairer categories, capabilities and requirements](#) lists the minimum requirements each repair shop must meet for each repair category, for staff, premises, and equipment.

## Inspection premises and equipment

If the Repair Certifier will be carrying out inspections at the repairer's location, their premises must also meet the requirements found in the [Repair VIRM, Introduction, Section 5 \(Inspection premises and equipment\)](#), to make sure safe and thorough inspections can be carried out, with all necessary equipment available on site.



Please check the Repair VIRM to ensure you are referencing the latest requirements

## Supporting Documentation

RepairCert NZ is developing a Shop Profile form for each repairer category, an example of a Repairer Register, and a Repairer Declaration of Compliance for Repair Certifiers to use if they wish to.

### Shop Profile Forms

- Vehicles, Category A, B, C, and D – *completed* | Motorcycles, Category A, B, and - *underway*.
- Other Repairers (Auto Electrical, Glazing, Mechanical, and Wheel Alignments) *underway*.

### Repairer Register

To record the repairers used by the Repair Certifier during the repair certification process - *completed*.

### Declaration of Compliance

For the repairer to sign, agreeing to meet the Repair VIRM requirements on an ongoing basis - *underway*.

*The supporting documents still under development will be uploaded to the RepairCert NZ website once completed.*

### Additional Information

It's a good idea to take photos of business/staff certificates, equipment, and equipment calibration records, and keep copies with the repairer's Shop Profile.

For help with setting up Shop Profiles, Repair Certifiers can contact RepairCert NZ for assistance.



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.

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