

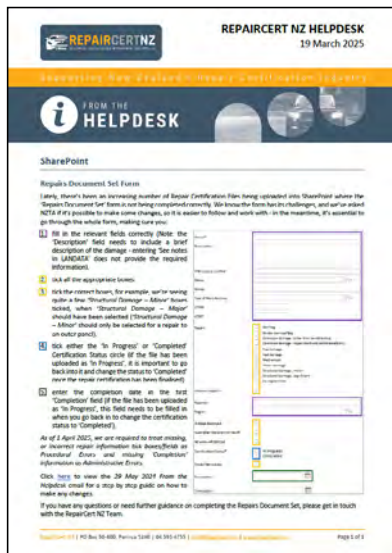
REPAIRCERT NZ UPDATE

Supporting New Zealand's Repair Certification Industry



UPDATE No. 41 | 13/05/2026

SHAREPOINT 'REPAIRS DOCUMENT SET' FORM



Back in March 2025 RepairCert NZ sent a 'From the Helpdesk' email to Repair Certifiers, explaining how to fill in the NZTA SharePoint Repairs Document Set Form correctly when uploading Repair Certification Files.

This is a reminder to make sure the form is completed in full, with all relevant boxes ticked, and all the damage details entered clearly, so the Repair Certification File is set up with all the required information provided. If administration staff are uploading the files into SharePoint, please make sure they understand what is required

as well. It's important to remember that delegating this task does not transfer responsibility, it remains with the Repair Certifier to make sure it is carried out correctly.

Click [here](#), or on the image above to view a PDF of the RepairCert NZ Helpdesk information in the [Repair Certifier Area](#) on the [RepairCert NZ website](#) (this document is not available in the public area of the website).

Please get in touch with RepairCert NZ if you have any questions - we're happy to help. ■

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visit www.repaircert.nz



PRO FORMA INVOICES - WHAT ARE THEY, AND WHY DO THEY MATTER?



A pro forma invoice is not a final invoice - it's essentially a quote in invoice format, usually prepared before the work is carried out or before the final sale is completed. It can be useful for showing what parts or work are proposed, but it should not be relied on as evidence that repairs have actually been completed, or that the listed items were ultimately supplied and fitted.

For Repair Certifiers, this is important when providing supporting documentation in a *Repair Certification File*, to show a clear trail of evidence to support the repair, and that the vehicle has been returned to within safe tolerance of its state when manufactured. A pro forma invoice may help show what was intended, but it does not confirm what actually happened. ■



TWO NEW REPAIRCERT NZ TECHNICAL BULLETINS

RepairCert NZ has recently completed two new Technical Bulletins for Repair Certifiers:

- *RepairCert NZ Technical Bulletin # 03-2026 Multi-panel Sub-assembly Replacement*
- *RepairCert NZ Technical Bulletin # 04-2026 Cut & Shut Repair Method.*

RepairCert NZ Technical Bulletin # 03-2026 Multi-panel Sub-assembly Replacement



One of RepairCert NZ's technical document projects over the past year has been the development of a new Technical Bulletin to explain - and in fact advocate for - the use of multi-panel sub-assemblies (both new and second-hand) as a viable repair option in certain circumstances. This method can provide a sound alternative to the more common approach of replacing multiple damaged panels individually.

However, through discussions with Repair Certifiers, it became clear that there was some uncertainty about whether the use of second-hand multi-panel sub-assemblies could be approved as part of a repair. In some cases, Repair Certifiers who contacted RepairCert NZ for guidance were surprised to learn that this repair method was not only allowed, but in fact encouraged by RepairCert NZ, where it supports a better, safer, or more practical repair outcome.

Following a number of similar conversations, it was agreed that written clarification and support for this method should be provided to all Repair Certifiers, which also explains the many benefits the method provides. The result is *RepairCert NZ Technical Bulletin # 03-2026 Multi-panel Sub-assembly Replacement*.

This Technical Bulletin is expected to align with what Repair Certifiers and repairers would already consider to be common sense, while also supporting Repair Certifiers in overseeing and approving best-practice repairs. ►



Give Us Your Feedback
We'd be happy to hear from you at info@repaircert.nz

RepairCert NZ Technical Bulletin # 04-2026 Cut & Shut Repair Method



During the development of *Technical Bulletin # 03-2026: Multi-panel Sub-assembly Replacement*, the subject of the 'cut and shut' repair method kept cropping up. It became clear that this method also needed to be clearly defined, and clarification provided about why it can no longer be accepted except in very specific circumstances.

Initially the 'cut and shut' content was included within early drafts of *Technical Bulletin # 03-2026: Multi-panel Sub-assembly Replacement*. However (thanks to input from the Technical Support Group), it was recognised that while the two subjects are related, they needed to be addressed separately. For this reason, *Technical Bulletin # 04-2026 Cut & Shut Repair Method* was developed to be read alongside *Technical Bulletin # 03-2026: Multi-panel Sub-assembly Replacement*.

These two Technical Bulletins are closely connected and should be read together. We hope that Repair Certifiers, and the wider autobody repair industry, will find them helpful.

Questions & Feedback Welcomed

As always, Repair Certifiers are welcome to contact RepairCert NZ if they have any questions or comments. ■



CASE STUDY CAR CONVERSION

RepairCert NZ has recently been involved with a case in the South Island involving a car conversion where, at first glance, nothing appeared to be out of the ordinary. However, on closer inspection it was discovered that the VIN number had been cut out from the chassis and replaced with one cut out from another vehicle.

This is a good reminder on the importance of staying alert, particularly when a vehicle arrives after repairs have already been completed prior to the Repair Certifier's Initial Inspection. In this instance, the owner had also failed to provide some images that would have helped the Repair Certifier in making their repair certification decisions.

As Repair Certifiers know, if they are presented with a pre-repaired vehicle they have to be very careful and (rightly so), suspicious. ►



Image 1: Shows the view through a hole in the chassis rail. **Image 2:** Shows grinding marks on the bracket (hard to see, even in a close-up).

Steps That Could Make All the Difference

Explain to the owner or repairer that they must contact you before repairs begin, so Initial, Intermediate, and Final Inspections can be carried out at the required stages. If the same owner or repairer asks you to certify another vehicle in a repaired condition without involving you at the correct stages, you should refuse to do the certification.

- If you see fresh paint around a VIN or Chassis number, or if the number is located on the chassis, fire wall or scuttle panel, where possible consider using an endoscope to inspect inside the chassis rail, or behind the firewall or scuttle panel.
- Obtain auction-house photos wherever possible. If you can, ask for them to be sent directly to you by the auction house.
- Be wary of printed VIN labels stuck on vehicles that do not appear to be original and make sure they match any stamped or engraved numbers on the vehicle. ■



VEHICLE MANUFACTURER (OEM) REPAIR PROCEDURES & WHY THEY MATTER

We've all heard it: "I've been doing this for years; I know how to fix it." And to be fair, experience does count for a lot - skilled technicians build up a huge amount of practical knowledge over time.

But the truth is, no amount of time in the trade replaces the knowledge and direction the OEM provides.

When it comes to modern vehicle repairs, OEM repair procedures are the blueprint. They tell us exactly how the manufacturer requires the repair to be carried out - including which attachment methods go in which position, the correct order of operations, and how to manage materials, heat, and corrosion protection etc.










That level of detail matters. A repair is not just about getting the panel back on or making it look right. It is about restoring the vehicle back to the way the manufacturer intended.

When OEM procedures are followed, there is confidence that the repair has been completed correctly. When they are ignored - or assumptions are made - mistakes can creep in. A weld in the wrong place, a missed bonding step, or too much heat in the wrong area, can all weaken the structure.

And in this line of work, 'weakened' can mean reduced safety.

Experience is important, but it should work alongside OEM information - not instead of it. The best repairs happen when skill and experience are backed by the right repair procedures. ■

Toyota OEM Procedure for Replacing the Crush Horns on 2005 to 2015 Hilux Models

Inspection Item	Standard	Check
1 	<ul style="list-style-type: none"> • At the length as indicated in the procedure manual and • The same as the original condition (Check the beginning and end of the weld) (The overlapping portion should be 20mm or more) 	
2 	<ul style="list-style-type: none"> • The groove portion should be filled in by the bead (bead width of 6mm more) • The bead width of the fillet welded or lap welded portions should be between 3mm and 5mm • There are no thinned out portions of the bead 	
3 	<ul style="list-style-type: none"> • There should be no more than 5 holes of 1mm or less on a 50mm area of the bead surface 	
4 	<ul style="list-style-type: none"> • There are no melted portions of the base metal edge • The bead height should be 2.0mm or more 	
5 	<ul style="list-style-type: none"> • There should be no holes inside the bead or 2mm or more 	
6 	<ul style="list-style-type: none"> • The groove portion should be filled in by the bead (bead width of 6mm more) • There are no thinned out portions of the bead • The welded portion between the pane edges should not be visible 	
7 	<ul style="list-style-type: none"> • The reduction of the panel thickness on the bead corner should be no more than 0.5mm 	
8 	<ul style="list-style-type: none"> • The height of the bead edge is taller than normal (no more than 0.5mm) 	
Repair Procedure:		
	<ul style="list-style-type: none"> • Overlap the repaired bead portion 5mm or more over the correct bead portion on both sides 	



If you don't access SharePoint very often, please remember to log in a couple of times a month to avoid your account being deactivated. If you do forget to log in and your account is deactivated, send an email to info@repaircert.nz, and we will ask NZTA to get you up and running again.

NOTE: Re-activation takes a while, and it will be several hours before you will be able to access your account.



Farewell to Perry

In the middle of last year Perry reached that 'it's time to put your feet up' milestone age, and (thank goodness) gave us almost another year before he decided the time had come. Perry finished up at RepairCert NZ on the 10th of April, to enjoy sleep-ins, walking his dog, and spending time with his lovely wife Heather.

It may have been a shock to find out Heather had other plans, and had already prepared an impressive to-do list, with expected timeframes, and colour coded for risk of bodily injury. If the list is anything to go by, it's highly probable Perry is one kitchen renovation away from spending a fair bit of time with his feet up... recuperating.

We're already missing Perry's 'unusual' sense of humour, and the inevitable lunchtime semi-apologetic *"I forgot my wallet..."*.

We wish Perry all the best, and hope he finds time to call in every now and then - just maybe not at lunchtime.



Welcome to Ben

If you've called the RepairCert NZ office recently and heard an American accent on the other end of the phone, you may have already 'met' our new Technical Advisor, Ben Castellano, who has taken over Perry's role. He's quickly becoming part of the RepairCert NZ team, helping with technical enquiries, supporting Repair Certifiers, and assisting with the day-to-day questions that come through the office.

Ben brings with him more than 25 years' experience in the vehicle repair and insurance industries, both in the USA and New Zealand. Before moving into the vehicle repair and insurance industries, Ben served as a US Army Aviation Officer - experience that has added to his focus on accuracy, and working well under pressure. His background also includes vehicle damage assessment, repair estimating, insurance claims, total loss evaluation, customer liaison, and working closely with panel shops, repairers, insurers, and vehicle owners.



Living in New Zealand for over 10 years, Ben has most recently been working at Rolrich Panel & Spray in Petone, where he was involved in assessing vehicle damage, preparing estimates, sourcing parts, liaising with insurers, and helping manage repairs going through the workshop process. His work history and experience also give Ben a strong understanding of vehicle damage, repair processes, documentation, insurer requirements, and the real-world pressures that come with getting repairs assessed, authorised, and completed properly.

Ben is based on the Kāpiti Coast with his family and two dogs, and is settling into the role well. Please join us in welcoming him to RepairCert NZ - we're very pleased to have him on board. ■



New Documents

Since the last RepairCert NZ Update, the following documents have been completed/amended and are available on the RepairCert NZ website:

■ Technical Bulletins

- 04-2026 Cut & Shut Repair Method.
- 03-2026 Multi-panel Sub-assembly Replacement.
- 02-2026 Motorcycle Cruise Control Systems (Public and Repair Certifier Area).

■ Information Sheets

- 02-2026 On-site Visits (Public and Repair Certifier Area).
- 01-2026 NZTA LANDATA System - amended (Repair Certifier Area only).
- 03-2024 Heavy Vehicle Repair Certification - amended (Repair Certifier Area only).

■ Repair Certifier Forms (Repair Certifier Area only)

- User Access Form (Under FORMS/OTHER FORMS).

■ From The Helpdesk (Repair Certifier Area only)

- 23/03/2026 LANDATA Access - Additional Users.
- 17/03/2026 Heavy Vehicle Repair Certification - Quarantine.

■ RepairCert NZ Update 40 - 5/3/2026 (Click [here](#) to view Update 40)

In case you missed it:

- First RepairCert NZ Update for 2026 - Feedback, thank you.
- Case Study - A fully restored 1956 Ford Victoria.
- Technical Support Group Inquiry - Nissan Note centre tunnel repair.
- Managing Conflicts of Interest - Support in what to do, and examples of NZTA required documents for Repair Certifiers to use if wanted.
- Using the New Repair Certification Form-sets.
- Declaration Forms - Why they're important and what they do.
- Industry News and Information - Australia's Collision Repair Expo | Why is ADAS failing to prevent more crashes | ADAS systems, scanning, and calibration | OEM parts - ensuring quality, fit, safety, and long-term value. ■

VEHICLE IMPORT FORECAST

[Click here to view the latest Vehicle Import Forecast on the RepairCert NZ website.](#)



FIRST AID



“ At RepairCert NZ our staff are regularly trained on how to respond in an emergency situation. But recently, I was at the supermarket when a lady at the checkout next to mine fainted and tipped over backwards. In that moment all my training went out the window, and I had no idea what to do... Thankfully, a man standing nearby (who obviously remembered his first aid training far better than I did...) stepped in and took charge.

It was a horrible feeling not knowing how to help, so I've now added time to review a short St John's video at our weekly Staff Meeting, just to help keep the 'what to do' fresh in our minds.

I've included some links below, in case you would like to do something similar - each video is about three minutes long.

Shelley.

Injury or Issue	YouTube Video Link
Site Assessment	How to do the primary survey
Arm	How to make a sling
Asthma	How to treat an asthma attack
Back - Spinal Injury	What to do if someone has a spinal injury
Bleeding - Severe	How to treat severe bleeding
CPR	How to do CPR
Cuts and Grazes	How to treat cuts and grazes
Diabetes	What to do if someone is having a diabetic emergency
Dehydration	How to treat dehydration
Eye Injuries	How to treat an eye injury
Fainting	Fainting causes & treatment
Fractures	How to treat a fracture
Hand Injury	How to bandage a hand
Head	Head injury symptoms & advice
Heart Attack	Heart attack symptoms How to use a defibrillator (AED)
Heat Exhaustion	How to spot and treat heat exhaustion
Poisoning	How to spot and treat poisoning
Seizure	What to do if someone has a seizure
Sprain	How to bandage a sprain
Shock	How to treat shock
Stroke	What to do if someone has a stroke
Recovery Position	The recovery position

There is also a website that provides free online first aid, CPR and AED courses if you would like more in depth information. Click on the logo below, or [here](#), to go to the 'First Aid For Free' website.



Note: The website, and the above videos are not comprehensive, and do not replace in person first aid training/certification. They are provided for you to use if you would like to keep up to date (in-between formal training sessions) with what to do should the need arise.

Some of the links provided may show incorrect emergency numbers - A REMINDER THAT IN NEW ZEALAND:



Call triple-one (111) when you need an emergency response from Police, Fire, or Ambulance, and you will be connected to the right service. **111 calls are free - you can call this number on a mobile phone even if the phone is out of credit. ■**





If you'd like to have a go at the quiz online, click [here](#). It's just for fun and a chance to test your knowledge - we don't collect any personal information, or individual results.

Q1. What notes does a Repair Certifier need to put into LANDATA?

- A. 'Inspection only'.
- B. Specific details of the damaged areas.
- C. 'Repair certification whole vehicle'.
- D. 'Written off vehicle'.

Q2. Are Repair Certifiers responsible for steering, suspension, and brakes?

- A. Only steering and suspension.
- B. No.
- C. Yes.
- D. This is the Entry Certifier's responsibility.

Q3. When repair certifying a water damaged vehicle, who is responsible for photographing the interior of the vehicle (e.g. seatbelts, etc.)?

- A. The auto electrician as he is doing the electrical inspection.
- B. The repairer.
- C. The Repair Certifier.
- D. The owner of the vehicle, as he stripped it down after the event.

Q4. Does a Repair Certifier need an ABS/SRS declaration if damage extends beyond the radiator support panel?

- A. No.
- B. Yes.
- C. It would be good practice to obtain an ABS/SRS declaration if an ABS/SRS sensor was replaced.
- D. Both b) and c).

Q5. Is the date on the front page of the LT308 the date of the first inspection?

- A. No, it's the date the repair certification is finished.
- B. Yes.
- C. None of the above. ►

Q6. Can a Repair Certifier use an LT307 for a previous structural repair?

- A. Only if the repair is structurally sound and they cavity waxed it.
- B. No.
- C. Yes.

Q7. Is a Repair Certifier responsible for cosmetic repairs?

- A. Yes.
- B. No.

Q1. B. The specific details of the damaged areas are to be entered into LANDATA.
Repair VIRM, Introduction, 3.1.2: 2. Identifying damage on the LANDATA system

Q2. C. Repair Certifiers are responsible for steering, suspension, and brakes.
Repair VIRM, 7.1 Steering and suspension systems

Q3. C. The Repair Certifier is responsible for photographing the interior of a water damaged vehicle (e.g. seatbelts, interior).
Repair VIRM, 6.1 Service brake and park brake

Q4. D. If damage extends beyond the Radiator support panel an ABS/SRS declaration is required. Note: it would be good practice to obtain a declaration if a sensor was replaced.
Repair VIRM, 6.1 Service brake and park brake

Q5. B. The date a Repair Certifier enters on the front page of the LT308 is the date of the first inspection.
Repair VIRM, 6.1 Service brake and park brake

Q6. B. No, an LT307 cannot be used for a previous structural repair, an LT308 is required.
Repair VIRM Technical Bulletin 6, LT307 Declaring that a vehicle doesn't require repair certification

Q7. B. No, a Repair Certifier is not responsible for cosmetic repairs.
Repair VIRM Technical Bulletin 4, Threshold for requiring repair certification

ANSWERS



REPAIR CERTIFIERS NEEDED

The current Repair Certifier in the Northland/Whangārei area is looking to retire in the near future, so we'd like to hear from anybody who may be interested in becoming a Repair Certifier for pre-1990 and/or post-1990 light vehicles in the area, to help keep repair certification services available in the region.

This could be a great opportunity for someone with strong vehicle repair knowledge, relevant industry experience, and a genuine interest in supporting safe, compliant vehicle repairs.

If this sounds like you or someone you know, have a look at the '[Become a Certifier](#)' page on the [RepairCert NZ website](#) (and the Repair [Certifier Application & Appointment](#) document linked at the bottom), and get in touch with RepairCert NZ at info@repaircert.nz if you're interested - it would be great to hear from you. ■

REPAIR CERTIFIERS NEEDED

Whangarei
Pre and Post-1990 Vehicles

Invercargill
Pre and Post-1990 Vehicles

For more information
visit the
RepairCert NZ
website.





INDUSTRY NEWS & INFORMATION



I-CAR REPAIRABILITY TECHNICAL SUPPORT ARTICLES

Although the I-CAR RST articles below are based on the US market, they provide useful best-practice information.

I-CAR Just In Time: Digital Tram Gauge Basics And Steering Column Measurement Tips

Practical guidance on using a digital tram gauge and checking steering column measurements accurately during the repair process.

[I-CAR Collision Repair News. Read more...](#)



Bumper Cover Repair With ADAS: FCA/Stellantis

Highlights the need to consider the impact of bumper cover repairs on ADAS components and system performance.

[I-CAR Collision Repair News. Read more...](#)



Hyundai Glass Replacement Requirements: UPDATE

Outlines key manufacturer requirements to consider when replacing glass on Hyundai vehicles, including factors that may affect safety systems and repair quality.

[I-CAR Collision Repair News. Read more...](#)



Pre- and Post-repair System Scanning

The importance of carrying out system scans before and after repairs to identify faults, confirm repairs, and help ensure vehicle safety systems are functioning as intended.

Volkswagen Position: Pre- and Post-Repair System Scanning - UPDATE

We often receive the Ask I-CAR inquiry: "Does Volkswagen have a position statement on pre- and post-repair system scanning? Do they plan on coming out with one?"

[I-CAR Collision Repair News. Read more...](#)



Audi Position: Pre- and Post-Repair System Scanning - UPDATE

We often receive the Ask I-CAR inquiry: "Does Audi have a position statement on pre- and post-repair system scanning? Do they plan on coming out with one?"

[I-CAR Collision Repair News. Read more...](#)



Genesis Position Statement: Pre- and Post-Repair System Scanning - UPDATE

Genesis has a position statement relating to pre- and post-repair system scanning.

[I-CAR Collision Repair News. Read more...](#)



Disclaimer: The links we have provided are to websites we think will be of interest to you. RepairCert NZ does not endorse or guarantee the accuracy of any linked content and is not liable for any consequences resulting from the use of information obtained from linked websites. ■