



## LVV Self-Review Form – MANAGEMENT PART (V2 – April 2008)

Note: It is a requirement that one of these Management Self-Reviews is completed during each 6-month period.

Certifier name	Signature	Date of MANAGEMENT PART Self-Review
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Item #	Assessment items	YES	NO	If NO, provide comments
<b>1. Certification outcomes:</b>				
1.1	I am consistently correct in vehicle and component identification.	<input type="checkbox"/>	<input type="checkbox"/>	.....
1.2	I consistently ensure that all LVVs I certify comply with all legal requirements.	<input type="checkbox"/>	<input type="checkbox"/>	.....
1.3	I consistently ensure that all LVVs I certify are safe to operate on the road.	<input type="checkbox"/>	<input type="checkbox"/>	.....
1.4	I consistently order and affix LVV certification plates in accordance with 4.1 of 'Operating Requirements Schedule'	<input type="checkbox"/>	<input type="checkbox"/>	.....
<b>2. Competence:</b>				
2.1	I am technically competent in my assessments of vehicles, and application of requirements and equipment	<input type="checkbox"/>	<input type="checkbox"/>	.....
2.2	I am administratively competent in the use of the Land Transport NZ Performance Review System, including maintaining the specified records.	<input type="checkbox"/>	<input type="checkbox"/>	.....
<b>3. Resources:</b>				
3.1	I use only premises that meet the requirements specified in 1.1 of 'Operating Requirements Schedule' for my LVV certification.	<input type="checkbox"/>	<input type="checkbox"/>	.....
3.2	I have ready access to all equipment specified in 1.2 of 'Operating Requirements Schedule', and it is in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	.....
3.3	I have ready access where-ever I operate from to all technical information specified in 2.1 of 'Operating Requirements Schedule', which is complete and in good order.	<input type="checkbox"/>	<input type="checkbox"/>	.....
	I keep sufficient quantities of forms and form-sets for my LVV certification work	<input type="checkbox"/>	<input type="checkbox"/>	.....
3.4	I only certify low volume vehicles that I am authorised to certify, and operate within the category limitations specified within 3.1 of the 'Operating Requirements Schedule'.	<input type="checkbox"/>	<input type="checkbox"/>	.....
	I do not delegate any part of vehicle inspections to anyone, other than the assessment of 'remaining safety items' by an authorised vehicle inspector.	<input type="checkbox"/>	<input type="checkbox"/>	.....
	I have a drivers licence appropriate to the class of any vehicle I have to drive.	<input type="checkbox"/>	<input type="checkbox"/>	.....
	I hold all of my Land Transport NZ Certificates of Appointment, and Deed of Appointment	<input type="checkbox"/>	<input type="checkbox"/>	.....
	I have the Professional Indemnity insurance policies required by the Deed of Appointment in place and current.	<input type="checkbox"/>	<input type="checkbox"/>	.....



4. Management:			
4.1	I update my <i>'Training Record'</i> whenever I receive any type of training.	YES <input type="checkbox"/> NO <input type="checkbox"/>	..... .....
	I continuously maintain and improve my technical knowledge through reading, discussion, and attending training courses.	YES <input type="checkbox"/> NO <input type="checkbox"/>	..... .....
	I ensure that I become familiar with amendments and updates to my <i>LVVTA Certifiers' Manual</i> and <i>Land Transport NZ VIRM</i> .	YES <input type="checkbox"/> NO <input type="checkbox"/>	..... .....
4.2	The inspection premises (that are owned or controlled by me) are managed and maintained in a clean, tidy, and well-organised condition.	YES <input type="checkbox"/> NO <input type="checkbox"/>	..... .....
4.3	I manage the prompt updating of my LVV Certifiers' Manual and VIRM, when amendments and up-dates are received.	YES <input type="checkbox"/> NO <input type="checkbox"/>	..... .....
	I sign-off and file my <i>'Amendment Records'</i> within my <i>LVV Certifiers' Manual</i> when each LVV amendment or up-date is received.	YES <input type="checkbox"/> NO <input type="checkbox"/>	..... .....
	I can retrieve any other information stored to verify my certification decisions	YES <input type="checkbox"/> NO <input type="checkbox"/>	..... .....
	I keep my <i>LVV Certifiers' Manual</i> in a safe and accessible place.	YES <input type="checkbox"/> NO <input type="checkbox"/>	..... .....
4.4	I take proper care of my LVV Certification Plate storage, and would report the loss or theft of a plate to the Police and Land Transport NZ using the <i>'Notification of Lost or Stolen Control Documents Record'</i> .	YES <input type="checkbox"/> NO <input type="checkbox"/>	..... .....
5. Performance Improvement:			
5.1	I actively look for areas in which I can improve, and resolve problems when recognised.	YES <input type="checkbox"/> NO <input type="checkbox"/>	..... .....
5.2	I carry out a 'Management Self-Review once in each 6-month period, each time filling out a <i>'Self-Review – MANAGEMENT PART Form'</i> .	YES <input type="checkbox"/> NO <input type="checkbox"/>	..... .....
	I carry out a 'Technical Self-Review once during each 6-month period (consisting of 4 x LVV Standards review), each time filling out a <i>'Self-Review – TECHNICAL PART Form'</i> .	YES <input type="checkbox"/> NO <input type="checkbox"/>	..... .....
5.3	I ensure that every customer receives my complaints policy (which can be a copy of my Rectification Form).	YES <input type="checkbox"/> NO <input type="checkbox"/>	..... .....
	I handle complaints in accordance with that policy, and record any unresolved complaints in my <i>'Complaints Record'</i> .	YES <input type="checkbox"/> NO <input type="checkbox"/>	..... .....
5.4	I use the Performance Review System as a means of improving the quality of my LVV certification work.	YES <input type="checkbox"/> NO <input type="checkbox"/>	..... .....
	I co-operate and I am open during Land Transport reviews, and make all efforts to provide the LTNZ reviewers with coffee and donuts.	YES <input type="checkbox"/> NO <input type="checkbox"/>	..... .....