

INFORMATION SHEET

#03-2016 July 2016



Re-issue of LVV Operating Requirements Schedule and LVV Code

Introduction:

This Information Sheet is intended to summarise a number of changes made to the Low Volume Vehicle Operating Requirements Schedule (ORS) and the Low Volume Vehicle Code (Code), which have recently undergone an amendment process.

An overview is provided below of the changes to the ORS and the Code.

LVV Certifiers should note that all changes that have been made to the ORS and Code during the amendment process have been highlighted (this will show up as **grey shade** in the hard copies mailed to LVV Certifiers as part of their LVV Certification Manual updates, and they will show as **yellow highlight** when viewed on-line).

You will notice that some amendments have a grey vertical stroke in the adjacent left-side margin, and that some amendments do not have this grey stroke. The difference is this; - those amendments which are more of a minor correction or formatting nature will not have the grey stroke, whereas those amendments which are of a technical or reference nature, or are considered important for LVV Certifiers to be aware of will have the grey vertical stroke.

These more minor amendments (without the grey vertical stroke) will have no fundamental impact on the LVV Certifiers' inspection and assessment processes.

Specific amendments to the LVV Operating Requirements Schedule:

Equipment requirements:

1.2(1): Details additional equipment that LVV Certifiers are required to have.

1.2(2): Records that 'Innovate LM-2' exhaust gas analysers may be used for exhaust gas remission testing.

1.2(6): Records that LVVTA has the option of applying a bond to a new LVV Certifier for equipment supplied, rather than it being a mandatory requirement.

1.2(2): Reflects that a LV1A certifier must now have bump-steer swing-check bars as part of their required equipment.

Documentation requirements:

2.1(4) and 2.1(5): Title of NZTA representative (in relation to approving the Code, ORS, and Standards) has been changed to a more generic term due to ongoing changing of NZTA titles and personnel.

PO Box 50 600, Porirua, Wellington New Zealand

Phone (04) 238 4343 Fax (04) 238 4383 E-mail info@lvvta.org.nz Website www.lvvta.org.nz

2.2(2): Records that LVVTA has the option of applying a bond to a new LVV Certifier for documentation supplied, rather than it being a mandatory requirement.

2.2(3): Reflects that NZTA now provides the In-service VIRM electronically, and that NZTA make access to Motocheck available to LVV Certifiers.

2.2(4): Reflects that NZTA provide access to Motocheck available to LVVTA.

2.3(1): Reflects that the ownership of the NZ Hobby Car Technical Manual has moved from the NZ Hot Rod Association to LVVTA.

2.3(1) Note-box: Replacement of the old note # 1 with new wording now allows an LVV Certifier to use an electronic version of the LVV Certification Manual and the In-service VIRM, as opposed to the previous requirement of hard copies.

Use of documentation:

2.4 Introduction: Specifies that assessing 'remaining safety items' is a function that an LVV Certifier can delegate to someone else.

2.4(1): Allows an LVV Certifier to delegate the function of filling out an F000 to someone other than the LVV Certifier.

2.4(1) Note-box: Clarifies that an LVV Certifier may delegate the function of filling out an F000, F002-MN, or F002-L Form to someone other than the LVV Certifier.

2.4(2): Specifies that (due to LVVTA insurer requirements) that certification documentation must be held by LVVTA for the life of the vehicle.

2.4(3): Specifies that an electronic 'or hard copy' record of the F001 must be held by LVVTA.

2.5(1) Note-box: Makes provision for a situation where an LVV Certifier provides a set of package of documentation for a vehicle, which LVVTA can refer to for subsequent identical vehicles (rather than all documents being submitted for every certification).

2.5(3): Emphasises that photographs must be taken by the LVV Certifier (can't be delegated), and that the vehicle's 'identifier' must be photographed (as opposed to specifically a VIN).

2.5(3) Note-box # 6: Makes provision for other than a VIN (such as chassis number on older vehicles) to be accepted and recorded.

2.5(3) Note-box # 7: Allows additional photographs, other than those required by 2.5(3), to be provided by someone other than the LVV Certifier.

2.5(4): New requirement to emphasise the need for an LVV Certifier to always apply the most appropriate and relevant technical requirements.

Technical documentation analysis:

2.6 Introduction: Re-wording to clarify that any required analysis work is the responsibility of the LVV Certifier.

Non-disclosure policy:

2.7(3)(c): Clarification that members of any sub-committee established by LVVTA are not 'third parties' and therefore are privy to commercially sensitive information.

2.7(4): Clarification that where a TAC member has a conflict of interest, he is required to remove himself from only 'that part of the meeting' (as opposed to the whole meeting).

2.7(5): Typographical correction.

Limitations of LVV Certifier categories:

3.1(2): A series of changes have been made to the LVV Certifier Category LV1A limitations to enable more LVV certification activity to be carried out under LV1A, in an effort to improve the provision of service to customers of the LVV system. Some medium-complexity modifications have been taken from LV1D and shifted across to LV1A.

3.1(2)(e) through (j): Removal of references to related LVV standards, considered unnecessary because, for example, a LV1A-authorized can certify any modifications to lighting systems, and doesn't need to be restricted to what is covered by the LVV standard.

3.1(4): A clarification to make it clear that LV1C is only required for 'structural body modifications', as opposed to non-structural or cosmetic body modifications.

3.1(13) and 3.1(14): Removal of the two sub-categories of electric vehicles (4A and 4B) and change to the one category of 'Category 4 - Electric Vehicles', to align with the Agency's categories in Landata, and to reflect current appointment practice.

3.2(2): Clarification that practical experience required in order to become an LV1A LVV Certifier must relate to light vehicles.

3.2(3): Removal of part of the criteria specified for LVV Certifier category LV1B has occurred to reflect current practice of appointing a person who qualifies for LV1A, for LV1B also – rather than the previous requirement for 2 years operation as a LV1A certifier prior to gaining LV1B.

3.2(4) and 3.2(5): The ability to move a qualifying person from LV1A to LV1C or LV1D sooner than the specified 2 year period has been shifted from the previous note-box into the requirement itself, to make the situation clearer that a person may in certain circumstances move up the category ladder either on the basis of time served, or through performance. This is a change to improve customer service and to reduce delays.

3.2(5): Removal of the requirement for a person applying to become authorised for LVV Certifier category LV1D to be endorsed in writing by an LVVTA Member Association.

3.2(13) and 3.2(14): Removal of the two sub-categories of electric vehicles (4A and 4B) and change to one category of 'Category 4 - Electric Vehicles', to align with the Agency's categories in Landata, and to reflect current appointment practice.

Conditions for appointment:

3.3(4): Minor detail changes to better reflect current assessment practices.

3.3(4) Note-box: Explanation that induction training will happen at the same time as the assessment process.

3.3(7): Clarification around the mentoring process that follows induction training, including costs, and duration.

3.3(8): Clarification that appointment can only occur after mentoring has been successfully completed.

3.4(3): Clarification that the assessment process must happen at a time and place specified by both the Agency and LVVTA.

Basic inspection principles:

4.1(4): Clarification that a vehicle identifier is not necessarily a VIN.

4.1(4): Clarification that an LVV Certifier can no longer verify the VIN (or other approved identifier) at time of plate affixing – must be at the time of certification inspection, and not when affixing the LVV certification plate.

LVV certification plate requirements:

4.2(4) Note-box: Clarification that a new certification must take place if a vehicle has not had its certification plate fixed within the prescribed time after initial certification.

4.2(7): Changes the word 'de-registered' to 'written off', and provides a new requirement for a note of why a certification plate has been removed when one is returned to LVVTA.

4.2(8): Enables a LVV certification plate to be removed by, in addition to those already specified, an LVVTA technical staff member.

LVV certification plate pre-ordering:

4.3(2): Replaces words 'Competence Record' with 'Error Report' to align with commonly-known terminology.

4.3(2) Note-box: Repeats wording change from 'Competence Record' to 'Error Report', and wording change about how Error Report Summary results are calculated to better reflect current practice.

Self-certification:

4.4(2): Repeats wording change from 'Competence Record' to 'Error Report', as in 4.3.

4.4(2): Removal of the requirement for a person applying to become authorised for disability adaptive control system self-certification to be endorsed by a member association of LVVTA (in line with removal of association endorsement in other areas), and instead, placing additional requirements around LVV Certifier competence, and LVVTA and NZTA having a high level of confidence in that LVV Certifier.

4.4(3): Removal of the requirement for a person applying to become authorised for extensively modified and scratch-built self-certification to be endorsed by a member association of LVVTA (in line with removal of association endorsement in other areas), and instead, placing additional requirements around LVV Certifier competence, and LVVTA and NZTA having a high level of confidence in that LVV Certifier.

Road-testing requirements:

4.5(5): The wording 'three-cycle or five-cycle' has been changed to the 'applicable process specified in the Braking System standard', which in turn refers to a number of new relaxations for brake testing.

Variations from technical requirements:

4.6(4): Removed option (b) which used to give LVVTA staff the option to seek assurance on the suitability of a component or system with 'a person or organisation with specialised expertise relevant to the situation in question', however while this can still happen, it will now be routed via the TAC in all circumstances.

Remedial work inspection:

4.7(1)(b): The requirement (relating to inspection of remedial work) is now limited to areas requiring remedial work which are of a 'minor' nature, rather than as previously written which was a 'very minor' nature.

4.7(1)(c): Requirement for any remedial work (being inspected at time of certification plate affixing) to be noted on the Rectification Form.

Retrospective LVV certification:

4.8(1): Clarification that a vehicle is not required to be LVV certified if it is modified or built prior to the introduction of the Vehicle Standards regulations, provided that it has been continuously registered since 1 January 1992.

LVVTA Technical Advisory Committee:

4.10 Introduction: Explanation around basic principles of TAC.

4.10(1) to 4.10(3): Detailed explanation of the purpose and the role of the TAC.

4.10(4): Explanation of how TAC members are appointed.

4.10(5) and 4.10(6): Explanation of the composition of the TAC members, and how the memberships are reviewed and re-appointed.

4.10(7) to 4.10(10): Explanation of frequency of meetings, and matters relating to venues, voting, and visitor attendance.

4.10(11): Explanation on details of the various documentation processes that arise from the TAC meetings.

4.10(12): Explanation on an applicant's right of appeal.

4.10(13): Explanation of the Agency's role in relation to the TAC meeting process.

Working groups:

4.11(5): Title of NZTA representative (in relation to approving working group members) has been changed to a more generic term due to ongoing changing of NZTA titles and personnel.

Category extensions:

4.12 Introduction: Outlines the basic reasons for category extensions. Note that category extensions have been given a section of their own (4.12), rather than being contained in a note-box within section 3.1.

4.12(1): Details on conditions of an approval for a category extension.

4.12 Note-box: Emphasis is given to the need for an application for a category extension to be made prior to the certification inspection being undertaken.

Plate production service requirements of LVVTA:

5.2(1): An addition to record that certain key details go onto the plate, and onto Landata.

5.2(4): Inclusion of 'organisational development days' to the days upon which LVVTA will not provide the plate production service.

5.2(6): Inclusion of the word 'base' to describe the 'base form-sets'.

5.2(7): The paragraph requiring 'supporting documentation, evidence, or photographs to be provided' has been shifted from a requirement under 'administrative document review requirements in 5.2(6) to 'technical documentation review requirements' in 5.2(7).

5.2(8): Addition of the description of a new process that has been recently introduced, where each form-set that is reviewed is recorded, and the requirement that a copy of the monthly report resulting from this process is provided monthly to the Agency.

5.2(11): Clarification that a vehicle may be issued with a modification declaration certificate if certain criteria are met, and that the vehicle has been continuously registered, and not further modified.

5.2(12): Details of LVVTA's responsibility in relation to recording certain vehicle details, when modified, onto Landata.

5.2(15): Clarifies that payment for LVV certification plates are the responsibility of the LVV Certifier.

Service requirements of LVV Certifiers:

5.3(1)(c): Includes reference to 'email' in relation to responding to queries.

5.3(1)(e): Provides ability to refer a complainant to the LVVTA website for accessing the electronic complaints form as an alternative to following the complaints process specified in the ORS.

LVV Certifiers' insurance club:

5.5(1): Details, specifically, that the LVVTA Council will endorse or withdraw endorsement of an LVV Certifier to the LVVTA Insurance Club.

5.5(2) and 5.5(3): Details the circumstances in which the LVVTA Council may withdraw its endorsement for an LVV Certifier's continued membership with the LVV Certifiers' Insurance Club.

LVV Certifier training programmes:

5.6(7): Details targeted training opportunities for LVV Certifiers by LVVTA technical staff's telephone-and email-based coaching.

5.6(8): Details targeted training opportunities for LVV Certifiers by LVVTA's Training Officer through one-on-one mentoring.

5.6(9) and 5.6(10): Details the 'buddy-up' certification regime introduced as a means of providing LVV Certifiers with an opportunity, annually, to learn from each other and share knowledge.

5.6(11): Amends the previous training requirements to require only those Agency personnel who become an LVVTA primary point of contact to attend the three-day LVV induction course, rather than all Agency personnel who have involvement in the LVV system.

General LVVTA complaint procedures:

6.1 Introduction: Reference is made to the LVVTA on-line complaints form, and the title of the NZTA point of contact (in relation to a complaint about LVVTA) has been changed to 'Manager Vehicles, Technical Services'.

Peer review process:

6.3 Introduction: The text referring to the Peer Review Group operating independently of LVVTA staff has been removed, as this is too cumbersome and expensive.

6.3(1)(a): Introduces the ability for the Chairperson of a Peer Review Group hearing to be an LVVTA technical staff-member or an independent person appointed to the role, to better reflect current practice.

6.3(1)(c): Introduces the ability for LVV Certifiers involved in a Peer Review Group hearing to be within the geographical area of an LVV Certifier under review in certain circumstances, to better reflect current practice.

6.3(1) Note-box: Explains that whilst involving LVV Certifiers from outside the geographical area of the LVV Certifier under review is ideal, the costs and inefficiency associated with this make it difficult if not impossible in some situations.

6.3(2)(a): Remove the requirement for the Chairperson to be independent, and add requirement for the Chairperson to have a strong technical and LVV certification knowledge.

6.3(3): Emphasises the need for an LVV Certifier under review by a Peer Review Group to not be present during the vehicle assessment, but to provide an opportunity to make a presentation to the Peer Review Group prior to the commencement of their assessment.

6.3(8): Specifies that the NZTA point of contact (in relation to disputing Peer Review outcome associated with LVV Certifier Peer Review process) has been changed.

LVV Certifier monitoring:

6.4(2): Improved wording around photograph supply requirements (in relation to form-set monitoring), and re-arranging of clauses (i) to (iii).

6.4(5): Specifies that the NZTA point of contact (in relation to disputing an outcome associated with LVV Certifier monitoring) has been changed.

LVV Certifier Competence Re-assessment:

6.6(5): Specifies that the NZTA point of contact (in relation to disputing Competence Re-assessment outcomes) has been changed.

Competence record-keeping:

6.7 Introduction: Clarification on basic principles associated with competence record-keeping.

6.7(1): Explanation that a review of an LVV Certifier's documentation may occur as a result of external information (not just the form-set review process), and that the LVV Certifier will be given the opportunity to respond to the issue before the Error Report Form is finalised.

6.7(2): Details changes to the process around how an Error Report Form is presented to the Agency and discussed.

6.7(3): Details how Error Reports are summarised, and how ranking within the summary occurs, based around certification numbers and level of complexity.

6.7(4): Explains how the Error Report Summary will be used after being produced each six months.

6.7(5): Details that LVV Certifiers will be made aware, periodically, of any errors that are being on file for that LVV Certifier.

6.7(7): Explains that the Error Report Summary, each time it is updated, will be provided to the Agency.

6.7(9): Details that 'an error' will be recorded for an LVVTA staff-member as well as for a poor technical or operational decision.

Technical Decision Review Committee:

6.9 Introduction: Provides an overview of reasons why the Technical Decision Review Committee (TDRC) is required, and why it is in place.

6.9(1): Outlines the responsibilities of the TDRC.

6.9(2): Outlines the composition of the TDRC.

6.9(10): Outlines the functioning of the TDRC.

Terms and definitions:

A definition has been provided for 'Base' form-set.

Appendix A:

Updates the companies approved by the Agency and LVVTA for the purposes of LVV certification plate Pre-ordering, as specified in 3.1(15).

Specific amendments to the LVV Code:

Overview:

Provides information on how to obtain the New Zealand Hobby Car Technical Manual.

1.2(4): Addition of the words 'Operational and Reference' to better reflect the current state of the LVV Certification Manual.

Development and approval of Code, and new LVV Standards & Supporting Documents:

1.3(1): Addition of the words 'LVV ORS'.

1.3(2): Addition of details about how the prioritisation of the development of new LVV Standards takes place.

1.3(3): Addition of a paragraph setting out NZTA's responsibilities in relation to giving LVVTA advance notice of Rule planning.

1.3(4): Clarification around LVVTA Council and NZTA approval of new LVVTA documents.

1.3(5): Note-box clarification approval process of LVVTA documents.

1.3(6): New paragraph detailing how LVV Code comes into force via gazette notice.

1.3(7): New paragraph detailing how LVVTA Standards and LVV ORS come into force, via their specified application date.

Review process for Code, LVV Standards, and Supporting Documents:

1.4(1) and 1.4(2): Details on frequency of review process for LVVTA documents.

1.4(2): Note-box provides details around the consultation process that takes place for LVVTA documents.

1.4(3): Explains LVVTA's 'submission register' and associated system for logging ideas for future amendments to LVVTA documents.

1.4(4): Explains factors that are taken into account that influence the prioritisation of reviewing the LVV Standards.

1.4(5): Explains when amendments occur as a consequence of the reviewing process of LVV Standards.

1.4(6): Addition of a paragraph setting out NZTA's responsibility in relation to giving LVVTA advance notice of Rule planning.

1.4(7): Clarification around LVVTA Council and NZTA approval of amendments to LVVTA documents.

1.4(8): Sets out how approval process between LVVTA and NZTA is carried out.

1.4(8): Note-box details who can sign-off on amended LVVTA documents on behalf of NZTA.

1.4(9): New paragraph detailing how amended LVV Code comes into force via gazette notice.

1.4(10): New paragraph detailing how amended LVV Standards and LVV ORS come into force, via their specified application date.

Certification fees and royalties:

2.15(1): Details on setting the certification fee by LVVTA, and providing notice to NZTA and LVV Certifiers.

2.15(2): Details that an LVV Certifier makes payment of the LVV certification plate fee to LVVTA.

Annexes:

Annex 1: Update of Annex 1 to record latest revisions to LVV Standards.

Annex 2: Update of Annex 2 to record latest additions and revisions to LVV Forms and Form-sets.

Annex 3: Update of Annex 3 to record latest additions to LVV Information Sheets.

Annex 4: Update of Annex 4 to record latest revisions to LVV Supporting Documents.

Annex 5: Removal of ACSP 03 from Annex 5, placed in anticipation, but unable to be achieved. "Compliance with applicable technical requirements specified within relevant LVV Standards, applying to New Zealand Four Wheel Drive Association members, covering only those components and systems that do not comply with applicable requirements for general use on the road, and valid for a maximum period of 12 months only."

Terms and definitions:

Inclusion of new definition for a 'Modified Production Low Volume Vehicle'.

Inclusion of an amendment to the definition of a 'Motor Vehicle'.

Inclusion of the definition of 'ORS'.

Inclusion of the new definition for a 'Scratch-built Low Volume Vehicle'.

Finally:

The amended and updated content of the ORS and Code will be explained during a series of LVV Certifier training sessions held throughout the country during August. In the meantime, if you require any explanation or clarification on the changes within the standards, please contact an LVVTA Technical Team member at the Wellington LVVTA office.

Tony Johnson
Chief Executive Officer
Low Volume Vehicle Technical Association