



# Certification plate delegation

## The process

Under LVVTA's Operating Requirements Schedule (ORS), fitting of an LVV Certification plate is to be performed by the LVV Certifier who has inspected the vehicle. An LVV Certifier may, however, delegate their responsibility for the affixing of an LVV certification plate to another nominated person, provided that the person meets the specified requirements.

Most often, that delegated person is a WoF inspector or AVI within a Compliance Centre.

Amongst the conditions of certification plate delegation is that the FO05 Plate Attachment Delegation form must be signed by the delegated person.

The FO05 Plate Attachment Delegation form confirms that the person fitting the certification plate has fitted it in such a way that it meets the requirements of the ORS, which are summarised here, as well as on the form itself.

- The plate must be fixed to a clearly visible part of the vehicle structure with both rivets and the self-adhesive backing.<sup>1</sup>
- The engine bay is the most preferable location but if not possible, any of the following options are ok:
  - the vehicle's A or B-pillar
  - a prominent position in the boot
  - spare wheel-well (only if no tools are needed to access)
  - a non-removable panel steel part of the engine cover on a van
  - the vertical area of a step behind a door on a van or a vehicle with a raised floor
  - the frame of a motorcycle (the plate may be moulded to fit provided it is still easily readable



Ensure that the area behind the certification plate is clean, the backing paper is removed and that no damage is made to wiring or fuel system components when drilling the attachment holes.

## Responsibilities

The person assigned with fitting the certification plate must complete the applicable part of the form and return the form to the LVV certifier who delegated the responsibility to fit the certification plate. They must also confirm that:

- The VIN engraved on the plate is identical to the VIN on the vehicle
- The details on the plate match the modifications or design features on the vehicle
- There are no readily identifiable modifications additional to those listed on the plate and FO01 Statement of Compliance
- The adhesive backing has been removed prior to riveting the plate in position
- The plate is positioned on a part of the vehicle structure specified in previous column<sup>1</sup>

Upon fitting the certification plate, the nominated person must return the signed FO05 Plate Delegation form to the LVV certifier within five working days (scanned/emailed copies are acceptable).

It's critical that any LVV Certification plate that is not affixed within two months of issue must be returned to the LVV Certifier.

## Unaffixed plates

LVVTA would like to take this opportunity to ask that any WoF Inspectors or AVIs currently holding plates which have not been affixed, to return them at their earliest convenience either to the Certifier who delegated the plate fitment. If the original certifier is unknown, please return by tracked courier to LVVTA, 21 Raiha Street, Porirua 5240.

LVVTA can be contacted on 04 2384343 or tech@lvvta.org.nz