

08/08/2024

Talia Powell  
CheckPro Ltd  
Checkproltd@gmail.com

### Approval of *Electronic Check sheet (E-Check sheet) – Warrant of Fitness (WoF)*.

This approval is subject to the following terms and conditions:

Electronic Check Sheet Supplier Details				
The Supplier	Company Name	CheckPro Ltd		
	Company Contact	Talia Powell		
	Address for Service	Checkproltd@gmail.com		
	Contact Details	Phone		
		Mobile		
Email		<a href="mailto:Checkproltd@gmail.com">Checkproltd@gmail.com</a>		
NZTA issued: Approval Version Number		(Company name) - V2 Aug 2024		
Inspection type(s)		WoF only, Light vehicles, Trailers, Motorcycles		

#### Approval Terms and Conditions:

1	This approval is issued on the basis the Supplier complies with the requirements and directions of the <i>WoF check sheet specifications</i> .
2	At all times, the System, E-Check sheet and associated attributes must meet; <ul style="list-style-type: none"> <li>▪ the current version of the <i>WoF Check sheet specifications</i>; <b>and</b></li> <li>▪ all relevant requirements as it applies to the vehicle inspection, in accordance with section 2.3 of Land Transport: Vehicle Standards Compliance 2002 and 3-6 of the Vehicle Inspections Requirement Manual (VIRM) – In-Service certification (WoF and CoF).</li> </ul>
3	The Supplier is to ensure each user of the System is adequately trained on the full and proper operation of the System as it relates to the entry and completion of a vehicle inspection, including recheck inspections, as well as the retrieval and supply of records, upon demand. <b>Note:</b> <i>The training must include what a user must do where the user experiences difficulty accessing or using the System, including but is not limited to: Loss of connectivity, loss or damage to hardware and System failure;</i>
4	The Supplier is required to maintain a New Zealand based System support service for all users of the System;
5	All System delivery platforms must confirm and display on the System's interface; the date the system was approved by NZTA and the Approval Version Number.
6	The System (both at interface and at server) must also provide applicable user credentials to identify the inspector and inspection site to which the inspection records and data relate, in accordance with the <i>WoF check sheet specifications</i> .
7	The Supplier must provide all practicable assistance to any person authorised to use or access the System as it pertains to the data: monitoring, management, storage, security, retrieval or supply, inspection, explanation, and use, of vehicle inspections at any reasonable time. This includes an enforcement officer (including NZTA) authorised to inspect the System and demand, retrieve, and transfer relevant records and data, directly to a nominated email account for the purposes of inspection and evidential application as applicable;

8	The supplier is to provide all practicable assistance to NZTA in their regulatory duty and function to monitor, assess or investigate the Supplier, the System, and a user of the System, for compliance with this approval and all relevant legislative requirements;
9	The Supplier must ensure records are stored securely and accessible, upon demand from an enforcement officer or NZTA Compliance officer for a minimum of 12 months from the date of creation.
10	Should the Supplier wish to change or modify the E-Check sheet as recorded in <b>Annex A</b> , the Supplier <b>must</b> apply for a new approval in accordance with the <i>WoF check sheet specifications in the VIRM</i> , <b>prior</b> to any changes being implemented. This excludes cosmetic changes to any user interface/display.
11	This is a <b>temporary approval</b> due to NZTAs replacement the WoFOnline system and is valid from <b>08/08/2024</b> and <b>expires on 08/08/26</b> , based on your system being compliant with the NZTA <i>WoF check sheet Specifications</i> as per Annex A. <b>Please note</b> you will be contacted through this period if the NZTA system is upgraded, this may mean the approval will be extended or revoked by NZTA at that time.
12	To retain approval after the expiry date, the supplier must re-apply for approval of an E-Check sheet and meet any applicable requirements at that time.

Regards



**Nicole Botherway**

Senior Manager Safer Vehicles

Te Roopu Waeture | Regulatory-National Road Safety Regulation

**New Zealand Transport Agency / Waka Kotahi**