

# I Love Paperwork

So you don't have to.



## W.O.F QMS Review

Helping WOF Inspecting Organisations & Vehicle Inspectors comply with NZTA's Quality Management System record-keeping requirements



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Helping WOF Inspecting Organisations (IOs) & Vehicle Inspectors (VIs) comply with NZTA's Quality Management System (QMS) record-keeping requirements:

- Personalised QMS bring-up calendar
- Record of IO Performance Assessment
- Record of VI Performance Assessment
- Complaints record and personalised policy
- Conflict of interest record and personalised policy
- Controlled documents record
- Personalised delegation record
- Equipment records
- Improvement record
- Personalised induction record
- Notification of lost or stolen controlled documents
- Notification of VI transfer
- Staff record
- Technical information record
- Training record
- Insurance
- IO & VI Certification
- Confidentiality of information
- Escalation process for non-compliance
- Plus check of other NZTA compliance requirements

# W.O.F

## QMS Review

### Personalised QMS bring-up calendar

Personalised bring-up calendar covering all aspects of QMS review requirements to ensure ongoing compliance with NZTA requirements.

### Performance Assessment

Ensure carrying out and recording of VI and IO performance assessments at least on an annual basis.

### Complaints record

Check complaints are recorded in line with NZTA requirements. Complete documentation if required.

Confirm written complaints procedure on display. If not, supply framed personalised Complaints Policy for display.

### Conflict of interest record

Check conflicts of interest recorded in line with NZTA requirements. Complete documentation if required.

Confirm written conflict of interest policy in place. If not, supply personalised copy.

### Controlled documents record

Check controlled documents are recorded in line with NZTA requirements. Complete documentation if required.

### Delegation record

Check delegations are current and recorded in line with NZTA requirements. Complete personalised record, if required.

### Equipment record

Check equipment records are current and in line with NZTA requirements. Complete, if required.  
Arrange and/or diarise equipment maintenance/servicing/calibration as required.

### Improvement record

Check all improvements are recorded in line with NZTA requirements. Complete, if required.

### Induction record

Check inductions have been carried out and are recorded in line with NZTA requirements. Provide personalised template, if required.

### Notification of lost or stolen controlled documents

Check any lost or stolen controlled documents have been notified and are recorded in line with NZTA requirements. Submit, if required.

