

WOF Inspecting Organisation (IO) Application Assistance

OBJECTIVE

Helping prospective WOF IOs complete their NZTA application.

- Explanation of NZTA application requirements' information and instructions
- Explanation of NZTA application form and how to complete
- Explanation of NZTA model Quality Management System (QMS) and how to implement.
- Undertaking audit of QMS system once in place, if required.
- Assisting with any documentation needs in support of completing NZTA WOFIO application form.

NZTA Inspecting Organisation (IO) Application Information

- ✓ Explanation of NZTA's information and requirements in an easy-to-understand manner.

WOFIO - Warrant of Fitness Inspecting Organisation Application Form

- ✓ Explanation of NZTA's WOFIO application form and requirements.
- ✓ Guidance and/or support in completing application items, if required.

NZTA Model Quality Management System (QMS)

- ✓ Explanation of NZTA's model Quality Management System and how to find on NZTA Portal.
- ✓ Assistance implementing NZTA's model QMS, including carrying out of pre-NZTA QMS audit if required.
- ✓ Components of QMS will include:
 - Organisational ownership and accountability
 - Technical performance
 - Administrative performance
 - Resources
 - Management
 - Performance improvement
 - Staff training and supervision

