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Certifying Manufacturers Assessment Course # To be advised

Attached is some course information for the Manufacturers Certifier Assessment course.

The venue, date and times are to be advised

Payment must be made to Truck Trailer Manufacturers Federation prior to course attendance on the attached form.

Cost: Auckland \$500 non member \$400 TTMF member \$300 (Resit) all including GST
Christchurch \$700 non member \$600 TTMF member \$500 (Resit) all including GST

Candidates are required to bring:

- Pens, etc,
- A Steel engineering ruler 300 mm,
- Copies of each NZ standard for the category they want to be assessed on.
- Virm – Vehicle Inspection Requirement Manual (LTNZ)

i.e., bring NZS5444 – if you want to do Load Anchorage (HVMA)

NZS5446 – if you want to be approved for drawbars (HVMT)

PLUS : NZS1554 – Welding of Structures – Part 1 and refer table for other Parts.

******* THESE ITEMS ARE IMPORTANT TO COMPLETE THE COURSE *******
AND ARE AVAILABLE FROM:
STANDARDS NZ
PRIVATE BAG 2439, WELLINGTON PHONE: 04 498 5990

HVMA	HVMT	HVMC	HVML
1554 Part 1 NZS5444 NZS5413 VIRM	1554 parts 1 & 5 NZS5446 NZ5467 NZS5451 NZS5450 VIRM	1554 parts 1& 5 VIRM	1554 Part 1 1554 Part 4 Bolster attachment code VIRM

Geoff Walsh – Course Provider
for NZTTMF

CERTIFYING MANUFACTURERS ASSESSMENT COURSE

COURSE PROGRAMME

8.45 am	Meeting / Registration
9.00 am	<u>Deed / Quality Management /VIRM</u>
	<ul style="list-style-type: none"> • What is the VIRM? • LTNZ Deed – Quality Management Requirements • LT400/P.D.S. • Audits and Penalties
10.30 am	Morning Break
10.40 am	<u>Engineering and Certification</u>
	Engineering - LTNZ Deed & VIRM requirements - Product installation - Pre-engineered designs, drawings, fasteners Welding - general transport - standards/NZ/AS1554 - pre-qualified welds/documentation Repairs - identify/select repair process.
12.30 pm	Lunch Break
1.15 pm	Assessment -Session One Written multi-choice /open book questions
3.00 pm	Afternoon break
3.15 pm	Assessment -Session Two Practical tasks and inspection of components relating to transport
5.00 pm	End of course

TTMF CERTIFIER ASSESSMENT PROGRAMME

MANUFACTURING CERTIFIERS / DELEGATES

Background

LTNZ require (under the Deed of Appointment) all LT400 signatories to be assessed to confirm competence as certifiers.

Whilst these signatories will have to undergo formal training in the future, it is necessary to assess existing industry personnel who qualify by experience rather than formal qualifications now.

A course has been developed to undertake the assessment of those who wish to qualify by experience as an LTNZ Delegated signatory for Manufacturing Certifiers in various categories.

The course will be of one day duration. Refer Programme for Course.

Application Scope

This applies to Certifiers/Delegates in the following categories.

- HVMA -Load Anchorages
- HVMC -Chassis Modifications
- HVML - Bolsters
- HVMT - Towing

HMVH/HVMB (Brake Certifiers) categories are not covered by this assessment process as they have to qualify through the Brake Code course.

Assessment Criteria

The course has been structured to assess certifiers who have considerable practical road transport industry knowledge. It will also assess their knowledge of the LTNZ Deed of Appointment including their obligations and responsibilities it contains.

LTNZ require through the Deed of Appointment that all certifiers are appointed by the Director, so in order to satisfy this requirement all certifiers will be assessed.

The criteria required to be assessed is:

1. Welding knowledge.
2. Materials and product knowledge.
3. Drawing Interpretation.
4. Quality Management Systems – contents and operation.
5. Scope of work manufacturer certifiers can certify.
6. Repairs, including repairs to industry best practice for temporary certification.

Quality Systems are an important part of the Deed and in many areas of the industry formal Quality Systems have not been operated.

There doesn't appear to be basic texts for newcomers to quality assurance (QA). Most references assume prior knowledge of the topic.

It is therefore most important that candidates familiarise themselves as follows.

- If your company has an existing QA system, familiarise yourself with the Quality Assurance manual and in particular the sections involving:
 - Document traceability and control.
 - Responsibility for Quality Assurance.
 - Training.
- If your company has yet to introduce a QA system, your COE or delegated QA coordinator should contact the company providing this services for copies of the appropriate sections of the manual. These should be available in generic form even in the early stages of QA introduction.

Given the importance the Deed of Appointment places on documentation and lines of responsibility, it cannot be overemphasized that candidates understand fully these areas within their Quality systems.

It is expected all candidates with sound knowledge of the construction and modification of heavy vehicles in the road transport industry in the areas of welding, product installation, and materials would pass this assessment.

Reference Material / Reading List

Certifiers must be familiar with a range of standards, codes of practice and general documents as well as their trade related published material if they are to carry out their duties accurately and knowledgeably as required by the Deed.

They should also have at their disposal access to other general publications, LTNZ information to refer to as required by a particular job.

The certifier can only certify an item if it complies with all the “applicable requirements”, thus it is necessary to know what the applicable requirements are, and where to find them.

The following documents are considered essential for Certifier/Delegates to have a working knowledge of

This list has been grouped as follows:

- A – good working knowledge required.
- B – codes/standards specific vehicle type or component.
- C – basic understanding of the regulations.

- A.** LTNZ – VIRM – Heavy Vehicle
 - Welding in the Transport Industry (LTSA 1998)
 - Policy Statement No 3 of the Ministry of Transport
 - Heavy Motor Vehicle Inspection Guide (LTSA – COF’s)
 - Guide to Vehicle Standards – Heavy Vehicles (LTSA)
 - AS/NZS 1554: Structural Steel Welding
 - Part 1 – Welding Steel Structures
 - Part 5 – Welding for Fatigue Loads
 - Part 4 – High Strength Steels
- B.** Passenger Service Vehicle Construction Regulations 1978
 - Land Transport Rule: Passenger Service Vehicles 1999 – Rule 31001

NZS 5446:1987 Code of Practice for Heavy Motor Vehicle Towing Connections: Drawbar Trailers
NZS 5450:1989 Specification for Coupling Devices for Articulated Vehicles – 5th Wheel Assemblies
NZS 5451:1989 Specification for Coupling Devices for Articulated Vehicles – 5th Wheel Kingpins
NZS5413 – Stock Crates
NZS5467 – Light Trailers

- C. Heavy Motor Vehicle Regulations 1974
- Traffic Regulations 1976
- Transport (Vehicle Standards) Regulations 1990
- Goods Service Vehicle (Constructional) Regulations 1936
- Land Transport Rule: Vehicle Standards Compliance – Rule 35001

Obviously some standards or regulations only apply to specific types of vehicles i.e. Passenger Services Vehicles, and they may not be relevant to a particular line of business.

Documentation and Instruction

As all work undertaken by a Certifying Manufacturer (CM) will have been “pre-engineered” and supplied with a “Statement of Design Compliance” (SODC) the following forms of documentation will be typical for each job.

- (i) P.D.S.
- (ii) Written instruction.
- (iii) Drawings and/or sketches.
- (iv) Manufacturers product installation instructions.
- (v) SODC.
- (vi) Specifications.

The job content will determine how many of the above are supplied and how comprehensive the detail is.

The specifications, product details, and instructions should be clear and appropriate for the task at hand.

It is not acceptable to install a coupling, fifth wheel, etc using any brand of installation instruction. You must use the correct literature for that particular model. This also applies to vehicle manufacturers information too.

Welding a Mitsubishi chassis with a Mercedes weld specification is incorrect, so is adjusting a Fontaine fifth wheel using Jost fifth wheel instructions.

Repairs and Repair Procedures

Repairs to vehicles, and chassis in particular, probably cause the big problems in the certification process. Typically this arises because no specific repair procedure is documented for the wide variety of cracks and failures.

The level of understanding of why a crack or failure necessitating a repair is very high and typical falls in the “design engineering” domain. Hence to teach a repair workshop all these skills is not practical, however a broad understanding of the principles, along with examples of good practice could be achieved.

This would build on the existing knowledge and expertise of the CM.

The necessity for a prompt repair requires a response from workshop and engineer alike, however this is often difficult in practical terms particularly when an engineer is not able to inspect the vehicle immediately.

LTSA have suggested the current permit process could be extended to allow Manufacturing Certifiers to undertake repairs of a final or temporary nature that will enable the vehicle to remain in service until the engineering and documentation can be finalised and completed.

To assist workshops identify a repair procedure appropriate for the vehicle concerned, the course will be expanded to include a section on the topic.

Reference Material: Vehicle Body Builders Manuals i.e., Hino, Mercedes, DAF.
VIRM
Welding in the Transport Industry (LTNZ).

A process is being developed at present and will be included in the course tutorial.

The Course

The course is in two parts namely:

- (i) Morning session covering Engineering/Deed/VIRM/Quality Systems
- (ii) Afternoon assessment of candidates - written (open book) questions
- practical inspection questions

The morning is basically a tutorial session covering areas the candidates are expected to know so is more of a refresher session, although there may well be details which might be new to some. I.e., Details of the Deed, Quality Management Systems, and some of the Standards.

The presentation will be on power point. Questions will also be possible to clarify any issues.

Assessment – Afternoon session.

The first session is an open book test. Each candidate will sit a General paper plus a paper for each category they wish to be assessed on – minimum 2, maximum 5 papers.

The second session is a practical exercise using a question sheet and a range of test pieces. The Candidate will be required to answer a question after having inspected the test piece.

The afternoon program will involve practical tasks inspecting common industry activities relating to welds, installation, fasteners, etc.

The test pieces could be samples of welds, welding problems, drawings, quality documents, items in the deed, etc.

The assessor will observe candidates during this session and mark the task paper, and pass the results to the TTMF Review panel for final recommendation. The results will be sent to LTSA who will advise each candidate.

The Assessment will show the repairers ability to grade a repair by significance and select the appropriate action for safe repair.

TRUCK TRAILER MANUFACTURERS FEDERATION (TTMF)
ASSESSMENT COURSE #25
PAYMENT FORM

FAX TO TTMF (09) 273 8086 ATTN: KATE BUCKNELL

Name(s) of applicants _____

Organisation _____

Contact details:

Address _____

Phone _____ Fax _____

Email _____

I wish to attend the next TTMF Heavy Vehicle Certifier – Local Manufacturer Assessment to be held on 25th February 2006 at Hera House in Manukau City

Cost per applicant:

\$500.00 \$400.00 (TTMF member) \$300.00 (resit) all including GST
(please tick the appropriate box)

I am paying for this course by cheque # Direct Credit # (please tick the appropriate box)

Yes I require a copy of the VIRM !

Please address cheque to : **NZ Truck-Trailer Manufacturers Federation**

Send cheque to: **TTMF Assessment**
 PO Box 58 106
 Greenmount
 AUCKLAND

For Direct Credits Account Name: The New Zealand Truck Trailer Manufacturers Federation (Inc)

Account No: 123237-0001937-00

Applicants will only be allowed to sit the assessment once TTMF have received full payment.

Certificates will only be issued once payment is made.

Please enclose a copy of this form with the cheque payment, or fax if paid by direct credit.